

Request Letter for Export Bill Processing

To,
The Manager
YES Bank Ltd.,
Branch address

Date: _____

Dear Sir/Madam,

Export Documents for Purchase Negotiation Discounting Collection Rupee Advance

Bill amount _____ Tenor _____ I.E. Code No. _____

We enclose herewith the following export documents:

Documents	Drafts	Invoice	Transport Doc. B/L/AWB/LR	Pkg. List	Insurance. policy	Cert. Of Origin	Test Cert	Others	EDF
Original									
Duplicate									
No. of documents to be sent to foreign bank / As per export L/C									
Original									
Duplicate									

Other documents enclosed:

Original L/C No. _____ dated _____ of _____ along with all amendments (no. of amendments ____) and advising letters duly stamped with revenue stamp on the reverse.

EDF form Nos. _____

Date of Transport Doc. (AWB / BL / LR) _____

** If the above mentioned documents are being submitted after expiry of 21 days from date of shipment, than please briefly describe the reason for delay in submission of document _____

Debit account no. _____ with your branch _____ for all necessary charges and Interest.

Kindly note our following instructions: (mark X wherever applicable)

1.	Documents to be delivered against PAYMENT / ACCEPTANCE **	
2.	All banking charges outside India are for our / their (drawee) A/C	
3.	If unpaid / unaccepted, store and insure goods.	
4.	Debit all charges including charges in connection with item 4 to our Account no. _____ with yourselves.	
5.	Please forward the documents in one lot by courier / Regd. Air mail** at our cost, risk and responsibility to (name & address of bank)	
6.	Other instructions if any:	

(** Please strike out whichever is not applicable)

7.	Proceeds disposal instructions. (Mark X wherever applicable)	
	Please credit proceeds (Amount) _____ to packing credit account no. _____ With you and balance to operative account No. _____ with you. We confirm that we have not availed packing credit from any other bank for the amount transferred to our operative account with you.	
	Please credit (Amount) _____ to EEFC A/C No. _____ With your	

bank.			
OR			

(Name of the bank and branch with complete details)			
Please remit proceeds in INR by P.O. or remit through T.T. as per instructions enclosed.			
Please use the forward contract (s), as given below.....			
Forward Contract No. & Date	Forward Contract Amount	Amount to be Utilized for this remittance	Due Date of the Contract

Declaration - Cum - Undertaking

I/We hereby declare that the transaction the details of which are specifically mentioned in this request letter does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the FEMA 1999 or of any rules, regulation, notification, direction or order made there under. I /We also hereby agree and undertake to give such information/documents as will reasonably satisfy you about this transaction in terms of the above declaration. I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention/evasion is contemplated by me/us report the matter to Reserve Bank of India.. I/We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the company.

I/we also declare that the transaction does not have linkage with any Specially Designated Nationals and Blocked Persons (SDN)/countries listed under OFAC in any manner. If the transaction involves linkage with any Specially Designated Nationals and Blocked Persons (SDN)/countries listed under OFAC in any manner, I/we undertake not to hold YES Bank Limited responsible for any of its action or inaction in respect of the OFAC-linked transactions.

Note - Default GST registration details as updated in the Bank records will be considered for the said request. In case the no. to be considered is different, please notify below.

GSTIN Registration no.

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Yours faithfully,
 Authorized Signatory
 Company Stamp / Seal
 Date: _____
 Place: _____

Guidelines /checklist for the exporter for ensuring speedy & error free export bill processing

1. Request letter to be signed by authorized signatory of the company
2. Ensure that all columns are filled in the request letter
3. Declaration cum undertaking is required under sec.10 (5), Chapter III of FEMA 1999), mentioned in the request letter.
4. EDF value to match with invoice amount. If differs, then reason to be stated.
5. If EDF submitted states another bank name then letter to be obtained from concerned bank.
6. Please give clear disposal instructions of credit proceeds.
7. Prior approval from Relationship Officer is taken for direct dispatch of documents or in case of existing overdue bills.