

4	If unpaid / unaccepted, store and insure goods.	
5	Debit all charges including charges in connection with item 4 to our Account No. _____ with yourselves.	
6	Please forward the documents in one lot by COURIER/REGD. AIR MAIL** at our cost, risk and responsibility to (name & address of bank) _____ _____ _____ _____	
7	Other instructions if any....	

(** Please strike out whichever is not applicable)

8.	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 you 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 Utilised 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 aforesaid Act or of any rules, regulation, notification, direction or order made thereunder. 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.

Yours faithfully,

For.....

AUTHORISED SIGNATORY

GUIDELINES /CHECKLIST FOR THE EXPORTER FOR ENSURING SPEEDY & ERROR FREE EXPORT BILL PROCESSING

1. REQUEST LETTER TO BE SIGNED BY AUTHORISED 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. GR VALUE TO MATCH WITH INVOICE AMOUNT. IF DIFFERS, THEN REASON TO BE STATED.
5. IF GR SUBMITTED STATES ANOTHER BANK NAME THEN LETTER TO BE OBTAINED FROM THE BANK CONCERNED.
6. PLEASE GIVE CLEAR DISPOSAL INSTRUCTIONS OF CREDIT PROCEEDS.
7. PRIOR APPROVAL FROM RELATIONSHIP OFFICER BE TAKEN FOR DIRECT DISPATCH OF DOCUMENTS OR IN CASE OF EXISTING OVERDUE BILLS.