

**Request Letter for Issuance of EDF - Shipping bill Waiver / EDF Approval**

To,  
The Manager  
YES Bank Ltd.,  
Branch address  
\_\_\_\_\_

Date: \_\_\_\_\_

Dear Sir / Madam,

**Ref:**

Name & Address of Shipper: \_\_\_\_\_

Name & Address of Consignee: \_\_\_\_\_

Description/ Quantity of goods: \_\_\_\_\_

Export Invoice number \_\_\_\_\_ Date: \_\_\_\_\_

Import Invoice number \_\_\_\_\_ Date: \_\_\_\_\_

YES Bank Ltd Ref no: \_\_\_\_\_

Value of Goods as per Invoice: \_\_\_\_\_

Bill of entry no: \_\_\_\_\_, Date: \_\_\_\_\_ Value: \_\_\_\_\_

EDF waiver to be issued favoring: \_\_\_\_\_

We hereby request you to kindly issue EDF waiver certificate for Amount: \_\_\_\_\_ for the below mentioned purpose and debit our account no. \_\_\_\_\_ for the bank charges..

**Please tick whichever is applicable:**

**Purpose:**

- Trade samples of goods and publicity material supplied free of payment.
- Replacement goods exported free of charge in accordance with the provisions of Foreign Trade Policy in force.
- Defective goods sent outside India for repair and re-import.
- Goods imported free of cost on re-export basis;
- Export of goods free of cost, for export promotion, upto 2 percent of average annual exports of the applicant during the preceding three years subject to a ceiling of Rs.5 lakhs per annum.
- Export items for display or display-cum-sale in trade fairs/exhibitions outside India. Unsold exhibit items may be sold outside the exhibition/trade fair in the same country or in a third country. Such sales at discounted value are also permissible. It is also permitted to "gift" unsold goods up to the value of USD5000/- per exporter, per exhibition/trade fair.
- Cases where goods are being exported for re-import after repairs/maintenance/testing/calibration, etc. Accordingly, AD banks may, henceforth, consider grant of EDF approval, in cases where goods are being exported for repairs, maintenance, calibration, testing etc. and subsequently re-imported after necessary repairs/maintenance/calibration/testing, etc.
- Ship's stores, trans-shipment cargo and goods supplied under the orders of Central Government or of such officers as may be appointed by the Central Government in this behalf or of the military, naval or air force authorities in India for military, naval or air force requirements.
- Goods or software accompanied by a declaration by the exporter that they are not more than twenty five thousand USD in value.
- Gift of goods accompanied by a declaration by the exporter that they are not more than five lakh rupees in value.
- Aircrafts or aircraft engines and spare parts for overhauling and/or repairs abroad subject to their re-import within a period of six months from the date of their export.
- Goods not exceeding USD 1000 or its equivalent in value per transaction exported to Myanmar under the Barter Trade Agreement between the Central Government and the Government of Myanmar;
- Goods sent outside India for testing subject to re-import into India or goods shall be destroyed after testing.

**Declaration - Cum - Undertaking:**

- Evidence of import will be submitted to the bank within one month of re-import of repaired goods.
- Evidence of Export to be submitted within 21 days from date of export (for reimport cases )
- Evidence of import will be submitted to the bank within one month of re-import into India of the unsold items **Trade Fair / Exhibition.**

- The sale proceeds of the items sold will be repatriated to India in accordance with the Foreign Exchange Management (Realisation, Repatriation, and Surrender of Foreign Exchange) Regulations, 2000.
- We shall report to the Authorised Dealer the method of disposal of all items exported, as well as the repatriation of proceeds to India within 60 days from the date of EDF waiver certificate.
- No Foreign Exchange is involved in the transaction and value declared is for customs purpose only.
- Destruction certificate will be submitted for goods sent for testing. If goods being exported for testing are destroyed during testing, a certificate issued by the testing agency that the goods have been destroyed during testing would be submitted within 3 months from the date of export.
- We declare that the goods exported are a gift and they are not more than five lakh rupees in value.

**Documents Enclosed:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

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