

**REQUEST LETTER FOR PROCESING OF EXPORT BILL AGAINST ADVANCE  
REMITTANCE RECEIVED**

To  
The Branch Manager  
Yes Bank  
\_\_\_\_\_ Branch

Dated: \_\_\_\_\_

**Sub: Submission of Export documents against advance remittance received for release of GR/Shipping Bill/Softex form.**

We enclose herewith the following Export Documents:

Bill Amount: \_\_\_\_\_

Documents	Invoice	Transport Doc. (B/L/AWB/ LR)	Foreign Inward Remit. Cert (FIRC)	GR/ S.B./ SOFTEX FORM
Original				
Duplicate			<b>TO BE SUBMITTED IN ORIGINAL ONLY</b>	

BRC being Submitted along with the documents  YES  NO

GR / Shipping Bill / Softex Form No. \_\_\_\_\_ FIRC # \_\_\_\_\_

Date of Transport Doc. (AWB / BL / LR)   DD  /  MMM  /  YYYY  

*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 all charges for processing of above-mentioned documents from account no. [   I     I     I     I     I     I     I     I     I     I     I     I   |       ] with your \_\_\_\_\_ branch

We are eligible to export the above mentioned goods under the current Foreign Trade policy in place. And our Importer Exporter Code is: \_\_\_\_\_

I / We hereby declare that the above transaction 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 rule, regulation, notification, direction or order made thereunder. I/we hereby undertake that goods exported are not banned under EXIM policy. 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 undertake that if I/ We refuse to comply with any such requirements 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 firm/company.

For -----

**AUTHORISED SIGNATORY**

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

- 1 The name of the remitter mentioned in the FIRC should be same as the buyer of the goods (as mentioned in the invoice/GR), otherwise please attach clarification / documentary proof for such difference.
- 2 Amount of FIRC (if more than one FIRC is being submitted than sum total of all FIRCs) should not be less than bill amount (GR / Invoice amount or if more than one GR/Invoice is being submitted than sum total of all GRs/Invoices)