

**REQUEST LETTER FOR REMITTANCE TOWARDS DIRECT IMPORT BILLS**

To,  
The Branch Manager

Dated:

\_\_\_\_\_  
Yes Bank Ltd.  
\_\_\_\_\_ BRANCH

We have imported \_\_\_\_\_(Goods / Services) as part of our Raw Material / Capital Goods requirements:

Commodity- .....

We hereby request you to [ ] remit / [ ] issue Demand Draft for the amount as per details given below:

Amount to be remitted (In Foreign Currency)	CURRENCY AMOUNT
Remitter's name and address	NAME ADDRESS
Beneficiary's name and address	NAME ADDRESS
Beneficiary's bank account no.	ACCOUNT NO. OF SUPPLIER OR IBAN
Beneficiary's bank name and address	NAME ADDRESS
Beneficiary's bank's Swift code or sort code or ABA routing no.	ANY ONE IS REQD
Beneficiary bank's correspondent bank details – Name , address and Swift code	NAME ADDRESS SWIFT CODE/SORT CODE/ABA
Purpose of remittance (the details to be mentioned in Swift msg. for beneficiary's information)	
Foreign bank charges (Select Any One)	[ ] To our account [ ] To beneficiary account

We authorise you to debit our EEFC Account No. / Current Account No. / Cash Credit Account No. 1 1 1 1 1 1 1 1 1 1 1 1 1 1 for the amount of remittance and account no. 1 1 1 1 1 1 1 1 1 1 1 1 1 1 for your charges.

The details of Forward Contract(s), if any, booked against this payment is/are as follows -

Forward Contract No. & Date	Forward Contract Amount	Amount to be Utilised for this remittance	Due Date of the Contract

Reasons for the delayed import payment ( applicable if payment is being made beyond 180 days from the date of shipment) :-

Documents enclosed :-

- Form A1
- Self attested copy of Commercial Invoice
- Transportation Document (Self attested copy of Airway Bill / Bill of Lading / Courier Receipt)
  - Triplicate Exchange control copy of the bill of Entry - in original or copy of courier Bill of entry (attested by respective courier company). Value mentioned on the Bill of Entry should exactly match with the value of the remittance. If there is a mismatch, please specify the reason for the same:

\_\_\_\_\_

\_\_\_\_\_

- Original License (Exchange control copy), If applicable
- If payment is being made after the expiry of 180 days from the date of shipment, pls. attach a separate sheet explaining the reason for delayed payment.
- Other documents. Pls. specify \_\_\_\_\_

**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 APPLICANT FOR ENSURING SPEEDY & ERROR FREE REMITTANCE : DIRECT IMPORT BILL(S)**

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. FORM A1 TO BE DULY FILLED IN AND SIGNED BY THE AUTHORISED SIGNATORY OF THE COMPANY
5. EXCHANGE CONTROL COPY OF THE BILL OF ENTRY SHOULD BE SIGNED ON THE REVERSE BY THE AUTHORISED SIGNATORY OF THE COMPANY
6. UNDER FEMA 1999, IMPORT PAYMENT HAS TO BE MADE WITHIN 180 DAYS FROM THE DATE OF SHIPMENT