

# REQUEST LETTER FOR REMITTANCE

## Towards Direct Import Bills



Date

GSTN destination state name for corresponding transaction\*:

Destination GSTN number for above mentioned state^:

\*mandatory.  
^optional provided GSTN details are submitted to bank.

To,  
IDFC FIRST Bank Limited,  
\_\_\_\_\_ Branch

We wish to import \_\_\_\_\_ (Description of Goods/Services) as part of our Raw Material/Capital Goods Requirements

\*H. S. Code No.

We hereby request you to remit for the amount as per the details given below

\*Amount to be Remitted      Currency \_\_\_\_\_ Amount

Amount in Words

\*Remitter's Name

Import Export Code (IEC) No.

Address

\*Country of Origin of Goods

\*Beneficiary Name

Address

\*Beneficiary's Bank Account No./IBAN No.

\*Beneficiary's Bank Name

Address

\*Beneficiary Bank's Swift Code or Sort Code or ABA Routing No.

Beneficiary Bank's Correspondent Bank Details: (Intermediary details are mandatory, if remittance value is more that USD 500,000/-)

Beneficiary Bank's Correspondent Bank

Correspondent Bank's SWIFT Code or Sort Code or ABA routing No.

\*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  Share

Bill of Entry Details (For BOEs issued post Dec-2016):

BOE NO:  BOE Date:

PORT Code: \_\_\_\_\_

If remittance is to be made less than invoice value, details/reasons: \_\_\_\_\_

We authorize you to debit our account for the amount of remittance:

EEFC Account No.

Current Account No.

Cash Credit Account No.

We hereby request IDFC FIRST Bank Limited

To take the conversion rate on our behalf

To utilize FX Contract already booked as detailed herewith

FX Contract No.	Amount to be Utilised for this Remittance*
<input type="text"/>	<input type="text"/>

\*Amount to be provided in case multiple forwards have been booked.

We authorize you to debit our account for your charges

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

We undertake to submit documentary evidence of import within 30 days from the date of physical import.

Authorised Signatory  
Company Stamp/Seal

**DOCUMENTS ENCLOSED**

- Self attested copy of Commercial Invoice
- Transportation Document (Self attested copy of Airway Bill/Bill of Lading/Courier Receipt)
- If payment is being made after the expiry of 180 days from the date of shipment, please attach a separate sheet explaining the reason for delayed payment.
- If the goods are imported through courier, please submit the Courier Bill of Entry. (attested by respective courier company).
- If the goods are imported through non-EDI port, please submit original manual bill of entry
- Other documents (please specify)

The goods imported by us are (please select any one):

- Not covered under prohibited or restricted list and are freely importable as per extant Foreign Trade Policy in force
- Restricted for import as per extant Foreign Trade Policy in force and original exchange control copy of the license issued by D.G.F.T. is enclosed. We confirm that the import licence against which the remittance is sought is valid and has not been cancelled

Particulars of Import Licence:

Licence No.	Date of Issue	Date of Expiry	Face Value of Licence	Amount to be Endorsed

**DECLARATION**

I/ We declare that:

- The statements made by me/us on this form are true and that I/we have not applied for an authorization through any other bank
- I/We declare and also understand that the foreign exchange to be acquired by me/us pursuant to this application shall be used by me/us only for the purpose for which it is acquired and that the conditions subject to which the exchange is granted will be complied with.
- The invoice value of the goods which is declared on this form is the real value of the goods <imported/to be imported> into India.
- I/We undertake to furnish the evidence of import by submitting Triplicate Exchange Control copy of the Bill of Entry- in original or copy of courier Bill of entry (attested by respective courier company) within 30 days from date of physical import(for imports before Dec - 2016) or Furnish the Bill of Entry details for the remittance being made with separate letter.

**DECLARATION-CUM UNDERTAKING**

(Under Section 10 (5), Chapter III of the Foreign Exchange Management Act, 1999)

"I/We hereby declare that all Foreign Exchange transaction, as may be entrusted me/us to the IDFC FIRST Bank Limited from time to time, will be strict conformity with the provisions of the Foreign Exchange Management Act, 1999 ("the Act"). Further, we also declare that said transactions, as and when initiated, shall not involve and shall not be designed for the purpose of any contravention or evasion of the provisions of the Act or of any rule, regulation, notification, direction or order made under the Act. I/We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the firm/company.

Place

Date        
D D M M Y Y Y Y

Authorised Signatory  
Company Stamp/Seal

**BANK USE ONLY**

Source GSTN \_\_\_\_\_ (IDFC FIRST Bank GSTN)

Source Location \_\_\_\_\_ IDFC FIRST Bank State Name & State Code