

# REQUEST LETTER FOR REMITTANCE

## Towards Direct Import Bills



**ALWAYS YOU FIRST**

Date          
D D M M Y Y Y Y

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

I/We wish to import Goods/Services as part of our Raw Material/Capital Goods Requirements as per the below details

### REMITTER DETAILS

\*Customer ID              LEI Number:

\*Name

Address

Import Export Code (IEC) No.

Applicable GSTN state name for corresponding transaction\*:

GSTN number for above mentioned state^:

\*mandatory.  
^optional provided GSTN details are submitted to bank.  
(Note: Default GST registration details as updated in the Bank records will be considered for the said request in case the GST details are not updated above)

### BENEFICIARY DETAILS

\*Name

Address

LEI Number

\*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 than USD 500,000/-)

Name

Swift Code or Sort Code or ABA Routing No.

### TRANSACTION DETAILS

\*H. S. Code No.  \*Description of Goods/Services

Amount to be Remitted:  
 Currency \_\_\_\_\_ Amount

Amount in Words

\*Country of Origin of Goods

\*Purpose of Remittance (The details to be mentioned in Swift msg. for beneficiary's information)



Authorized Signatory Company Stamp/Seal

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: \_\_\_\_\_

**INSTRUCTIONS**
**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*

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

 Foreign Bank Charges (select any one)  To our Account  To Beneficiary Account  Share

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

- EEFC Account No.
- Current Account No.
- Cash Credit Account No.

OR

- We have transferred the amount of remittance in the account of IDFC FIRST Bank vide UTR No. \_\_\_\_\_

**For Bank charges**

 We authorize you to debit our account for charges 

 or  
 We have transferred the funds for charges in the account of IDFC FIRST Bank vide UTR No. \_\_\_\_\_ 

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**
**Declaration 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.

**Other Declarations**

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 hereby undertake that we shall submit the documentary evidence of import (i.e. Original/exchange control copy of Bill of Entry) within 30 days from the date of remittance or Furnish the Bill of Entry details for the remittance being, made with separate letter
- I/We hereby confirm that we are fully aware that the United Nations and/or other government/regulatory authorities impose specific sanctions (including local sanctions as applicable in India) against certain countries, entities and individuals, ports, vessels, directly or indirectly, IDFC FIRST Bank may be unable to process a transaction that involves a breach of sanctions, and authorities may require disclosure of information. I/We acknowledge that IDFC FIRST Bank is not liable, if it or any other person, fails or delays to perform the transaction, including making payment under this transaction or disclose information as a result of actual or apparent breach of such sanctions

Place

Date

D D M M Y Y Y Y

Authorised Signatory Company Stamp/Seal