

Documents for Trade Services

Imports

Import Advance Payment

- * Request Letter with Debit Authority.
- * FEMA Declaration.
- * KYC Report (one time submission)
- * Copy of IEC (Importer Exporter Code) Certificate (One time submission).
- * Purchase Order (accepted by both the parties)/ Proforma Invoice with Advance payment terms.
- * Payment instruction details viz beneficiary Bank, account no. and intermediary bank etc
- * Form A1 duly filled and signed by the authorized signatories for payment exceeding USD 5000.00
- * Bank Guarantee from Exporter's bank if advance amount exceeds USD 5.00 mio or equivalent
- * Undertaking for submission of Bill of Entry (BOE) within 90 days from the date of payment for non-capital goods / 3 years in case of capital goods; or in case of non-imports arranging for repatriation of money back into India.
- * In case the goods imported are in negative list of Import in India, Original valid license for Import of Negative list item. Note: Original 'FOR EXCHANGE CONTROL PURPOSES' of the license be called for and special conditions, if any, attached to such licenses should be adhered to.

Import Direct Remittance

- * Request Letter with Debit Authority
- * FEMA Declaration
- * Copy of IEC (Importer Exporter Code) Certificate (One time Submission)
- * KYC Report (One time)
- * Copy of Invoice
- * Copy of Transport Document (Bill of lading/ Airway Bill/ Courier receipt)
- * Exchange control copy of Bill of Entry / CA certificate for download of software through internet
- * Payment instruction details viz beneficiary Bank, account no. and intermediary bank etc

- * Form A1 duly filled and signed by the authorized signatories along with OGL Declaration.

Import Collection

- * Accepted Bill of Exchange with Debit Authority for Usance bill
- * KYC Report (one time)
- * Copy of IEC (Importer Exporter Code) Certificate (One time Submission)
- * FEMA declaration
- * Bill of Entry declaration, if Bill of Entry is not submitted
- * Form A1 with OGL

Import Letter of Credit

- * LC application Form
- * General Undertaking / Indemnity on Stamp Paper.
- * Recommended Board Resolution (for Companies) / Partnership Deed (for Partnership Firms)
- * OGL cum FEMA declaration
- * IE code (one time requirement)
- * Purchase order / Performa invoice
- * Insurance copy only on C&F/FOB basis
- * KYC report
- * Annexure to the LC (Mentioning additional conditions to be incorporated in the LC if any).

Buyers Credit

- Request letter
- Form A1 and Form A2
- Copy of Invoice
- Copy of Transport document
- Board Resolution / Partnership Deed with Partner's Consent Letter
- Memorandum relating to fixed deposit
- NOC from the concerned bank in case of bill booked in another bank. NOC should state that all FEMA related aspects would be taken care by the concerned bank

Bank Guarantee

- * Request Letter and Counter Indemnity cum Memorandum relating to charge over fixed deposit duly stamped (Franking as per respective State Stamp Act) .
- * Bank Guarantee text.
- * Board Resolution for Private Limited / Limited Company
- * Partnership Consent letter signed by all Partners along with Partnership Deed.
- * Trust Resolution along with Trust Deed for Trust.
- * Managing Committee Resolution along with Bye-laws for Society.

Capital Account Transactions

Foreign Direct Investment (FDI)

FCTRS- For checking and reporting to RBI (For the Sale of Shares)

Transfer of shares from Non -Resident to Resident.

- Request Letter/ debit authority for making a remittance
- Form A2 & FEMA Declaration (Format Attached)
- Consent letter duly signed by the seller.
- **Board resolution from remiter if a Company/POA to Broker**
- Consent letter from buyer
- Share holding pattern of the **Indian** company (pre & post buy-back)
 - **CA VALUATION OF SHARES IN DCF METHOD REQUIRED OR COPY OF BROKER'S NOTE IF SALE IS MADE ON STOCK EXCHANGE.**
- Copy of reporting done to RBI for obtaining the approval.
- RBI registration no. stating that the shares held was on repatriation basis.
- Form 15 CA & CB
- Form FC-TRS (4 sets signed by non-resident)
- ID proof of person signing FCTRS form.
- POA or Board resolution authorizing person to sign FCTRS form.
- **DECLARATION FROM THE BUYER TO THE EFFECT THAT HE IS ELIGIBLE TO ACQUIRE SHARES / COMPULSORILY AND MANDATORILY CONVERTIBLE PREFERENCE SHARES / DEBENTURES UNDER FDI POLICY AND PRICING GUIDELINES HAVE BEEN COMPLIED WITH.**

In case of shares transferred from Resident to Non -Resident

- Request Letter **cum debit authority for our vetting charges.**
- Consent letter duly signed by the seller.
- Consent letter from buyer
- Share holding pattern of the **Indian** company (pre & post buy-back)
- **CA VALUATION OF SHARES IN DCF METHOD REQUIRED OR COPY OF BROKER'S NOTE IF SALE IS MADE ON STOCK EXCHANGE.**
- Form FC-TRS (4 sets signed by non-resident)
- ID proof of person signing FCTRS form.
- POA or Board resolution authorizing person to sign FCTRS form.
- **DECLARATION FROM THE BUYER TO THE EFFECT THAT HE IS ELIGIBLE TO ACQUIRE SHARES / COMPULSORILY AND MANDATORILY CONVERTIBLE PREFERENCE SHARES / DEBENTURES UNDER FDI POLICY AND THE EXISTING SECTORAL LIMITS AND PRICING GUIDELINES HAVE BEEN COMPLIED WITH.**
- FIRC copy
- KYC of the remitter

FCGPR-For checking and reporting to RBI (For Issue of Shares)

Documents required for initial reporting to RBI:

- Certified copy of FIRC.
- KYC of the overseas remitter.
- Letter from customer addressed to RBI for inward remittance received.
- Annexure 6 (initial reporting format) duly filled.
- In case where customer failed to report receipt of inward remittance to RBI through A.D., within 30 days from the date of receipt of remittance, a separate request letter clarifying the reason for delay and also requesting RBI to condone the delay on account of late submission should be forwarded along with subsequent intimation of inward remittance.

Documents required along with FC GPR Form Part A:

- KYC of the overseas remitter (Certified Copy from Remitting Bank.) as per the prescribed format mentioned in the circular.
- Certified copy of FIRC.
- **CA VALUATION IN DCF METHOD REQUIRED**
- CS certificate for application of funds.
- Certified copy of Board Resolution **for issuance of shares.**
- Acknowledgment from R.B.I. for report of inward remittance **OR UIN LETTER ISSUED BY RBI**
- If the remittance is under approval route, copy of the said approval.
- Companies failing to Issue shares/ Convertible debentures within 180 days from the date of receipt of consideration needs to return the consideration to the foreign investors or seeks RBI's approval for extension of period for issue of shares/debentures.
- MOA of the company required

Overseas Direct Investment (investment in Joint Venture (JV) / Wholly Owned Subsidiary (WOS) –ODI).

- Copy of Board Resolution.(specific for the said subsidiary)
- Form ODI-Only Part I to be submitted.
- Section F of ODI Part I should be on letter head of Statutory Auditor.
- Customer Undertaking
- Copy of certificate of incorporation
- JV agreement (applicable for Joint Venture)
- Form 15CA and CB.
- **Request letter and debit authority for making remittance under ODI.**
- **Form A2**
- **Fema 1999 Declaration**

- **MOA of both the company**

External Commercial Borrowings (ECB)

- Request Letter
- Form 83
- Loan Agreement (Duly signed by both the parties).
- Memorandum Of Association of borrower
- Copy of latest audited balance sheet of borrower.
- Copy of RBI registration no. issued for FC-GPR reporting (applicable if lender has equity investment in borrower company)
- Board Resolution for availing External Commercial Borrowings.

- **Letter from the Indian Company**

- a. Activity of Indian Company**

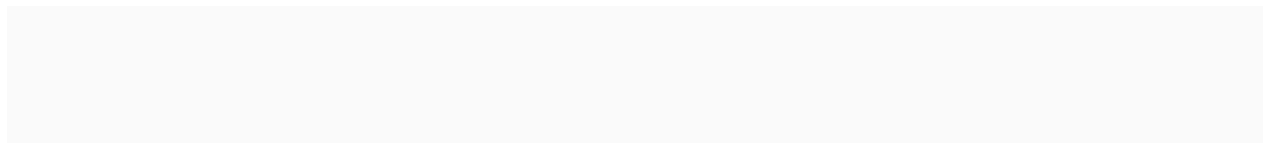
- b. Breakup of End Use of ECB (Amount wise description)**

- c. Undertaking that loan amount will not be used for any of the End Uses not permitted by RBI.**

- d. Declaration that No regulatory investigations either by state or central authorities is pending against the company or any of its Promoters, Directors, Authorized Signatories**

- **Average maturity and All in cost calculation**
- **Certificate from from borrower**
- **Form ECB (For Approval Route)**

On receipt of complied documents, the bank will approach Reserve Bank of India for Loan Registration Number.



Outward Remittances

- Request letter
- Form A2
- Invoice copy / Agreement copy
- FEMA declaration
- **15 CA and CB**

Please Note: Documents may vary depending on the regulatory requirement of the transaction.

Export Services

Export Bill under Collection / Letter of Credit

- * Request Letter & FEMA declaration
- * KYC report (One time requirement)
- * Copy of IEC (Importer Exporter) code
- * SDF and Shipping Bill (duplicate original Exchange Control copy)/ Bill of Export/ Softex Form/ Export Declaration Form . (GR / PP form for export of goods declared to custom till 30th Sep 2013)
- * NOC from respective AD if SB/EDF/Softex has been declared in the name of other Authorised Dealer.
- * Commercial Invoice
- * Original transport documents - Bill of Lading or Airway Bill
- * Bill of Exchange
- * Original L/C including amendments if any in case of documents under L/C and relevant documents as per LC.
- * Clarification letter for delay in submission of documents beyond 21 days from date of shipment.
- * Any other document as per terms and conditions between importer and exporter or as may be required as per Bank's process and RBI guidelines from time to time.

Regularisation of Export documents under Export Advance Payment/ full realisation.

- * Request letter
- * Copy of KYC Report (one time)
- * Copy of IEC (Importer Exporter) code
- * Copy of Transport documents (Bill Of Lading/ Airway Bill/ Courier receipt)
- * Commercial Invoice

- * Insurance Copy if applicable.
- * SDF and Shipping Bill (duplicate original Exchange Control copy)/ Bill of Export/ Softex Form/ Export Declaration Form . (GR / PP form for export of goods declared to custom till 30th Sep 2013)
- * NOC from respective AD if SB/EDF/Softex has been declared in the name of other Authorised Dealer.
- * Original FIRC
- * NOC from FIRC issuing bank if purpose of remittance is advance against Export.
- * Delay Submission letter for submission of documents beyond 21 days from the date of shipment
- * Any other document as per terms and conditions between importer and exporter.

Forward Contracts

One time

- * Board Resolution/ Partnership Consent Letter / Sole Proprietor declaration
- * Master agreement governing Foreign Exchange contracts (Rs.200-Frinking)
- * Letter of General Lien and Set off (Rs.100-Frinking)
- * Memorandum relating to Charge over fixed deposit in case of fixed deposit with lien(Rs.100- Frinking)

Every Deal

- * Request letter
- * Certified true copy of a valid underlying duly certified by authorized signatory