

APPLICATION FOR PROCESSING OF EXPORT BILL

To _____ Date - _____
 The Branch Head
 CSB Bank Ltd.,
 _____ Branch

A/c number _____

IEC Code number _____

I/We _____ having my/our registered/principal office at _____ (exporter), hereby irrevocably request CSB Bank Limited to process the Export bill as per details and instructions given below (Tick the appropriate option):

BILL DETAILS

Export bill to be handled under	☐	Collection	☐	Purchase	☐	Discount
	☐	Negotiation	☐	Regularise		
Invoice no.						
Letter of Credit no. (if any) (original LC to be enclosed if applicable)						
Bill currency		Bill amount				
Bill amount in words						
Advance payment received: ☐ Yes ☐ No	If yes, inward ref. no. _____ amount _____					
Net amount to be collected						
Terms of payment	☐ Sight	☐ Usance _____ days from _____				
Exported goods		Harmonized System (HS) code				
Port of loading		Port of destination				
Transport documents ref. no.						
Shipping bill/Softex no.		Date DDMMYYY				Port code

Country of origin of goods	
Import leg details (Only for merchanting trade)	

PARTY DETAILS

Exporter/Drawer details		Buyer/Drawee details:	
Name		Name	
Address		Address	
Contact person		Contact person	
Contact no.		Contact no.	
Email ID		Email ID	
LEI no.		LEI no.	

ISSUING BANK DETAILS

Name	
Address	
Swift code	

DOCUMENTS ATTACHED

Documents	Bill of exchange	Invoice	Packing list	Transport docs (BL/AWB docs. etc.)	Insurance policy	Certificate of origin	Test certificate	Others
Original								
Copies								

Above-mentioned documents to be dispatched: ☐ Yes ☐ No

If yes, forward the full set of above documents through courier/airmail to

- ☐ Buyer's Bank
☐ Buyer

INSTRUCTIONS TO CSB BANK LIMITED

Please deliver the documents against	☐ Payment	☐ Acceptance
Debit our post shipment account no (If NPD)		
Credit the bill proceeds in	CA CC OD EEFC PC/PCFC	
Credit account number		
I/We authorize you to debit my/our account number for necessary charges in the Account as listed	Account no _____	

6. Delay in submission of export documents (After 21 days from date of export): ☐ Yes ☐ No

If yes, reason for delay submission: _____

7. Special Instructions (if any) –

DECLARATION

- Under Section 10(5), Chapter III of the Foreign Exchange Management Act, 1999) or any rule, regulation, notification, direction or order made thereunder, I/we hereby declare that the transaction, the details of which are specifically mentioned in this letter does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the aforesaid act of any rule, 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.

- We hereby irrevocably and unconditionally agree to indemnify and hold CSB Bank, at all times, fully harmless from and against any and all delays, charges, costs, expenses, claims, liabilities, losses, or penal interest of whatever nature that may arise, result from, or be attributable to the funds being placed on hold, withheld, restrained, or otherwise kept pending by the Nostro banker pursuant to their internal compliance checks or related due-diligence procedures. We further acknowledge that such actions by the Nostro banker are beyond the control of CSB Bank, and accordingly, we undertake that no responsibility, obligation, or liability shall accrue to CSB Bank in relation thereto.
- I/We also undertake that if I/we refuse to comply with any such requirements or make only unsatisfactory compliance there with, 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 the authority to give this declaration and undertake on behalf of the account holder.
- I/We also declare that the transaction does not have linkage with specially designated nations and blocked person (SDN) countries listed under OFAC/UN sanctions in any manner. I/We undertake not to hold CSB Bank responsible for any of its action or inaction in respect of the OFAC-linked/UN sanctioned transactions.
- I/We further declare that I/we shall furnish information relating to this transaction as sought by any authority/ government/agency now or later. I/We also authorize to CSB Bank to make available any of the material pertaining to my/our transaction to any authority/agency/entity without referring the matter to me/us.
- We agree and are bound to comply with all prevailing rules and regulations applicable for this transaction.
- We confirm that we and this export transaction is not under any investigation with any regulatory or law enforcing agency.
- I/We agree that in the event the transaction is cancelled or revoked by me/us after submitting the request for processing to the bank, any exchange losses incurred in this connection may be debited from my/our account at CSB Bank.
- In case of merchant trade transaction, I/we undertake to complete the entire export and import leg within a maximum period of 270 days and undertake that outlay of funds will not exceed 6 months and without incurring any financial loss. We also undertake the rule that both legs of the merchant trade transaction will be routed through CSB Bank only.
- I/We further declare that the undersigned has/have the authority to give the above debit authority, declaration and undertaking on behalf of the firm/company.

Thanking you,

Authorised signatory (ies)

Company name and stamp