

Documents required for Handling Import Transactions

Basic requirements (One time in nature)

- Vintage of Exporter / KYC of Exporter (As per Bank records during account opening)
- IEC Certificate copy (one time updation in CBS)
- DGFT Status Holder Certificate (if applicable)
- LEI Copy or LEI Number
- PAN, GSTIN as applicable
- Any other License copy as per trade regulations i.e. for restricted goods etc. (If applicable)
- Any additional documents as required by bank

1. Advance remittance against import

- Application form in Bank's Format
- Underlying documents obtained (PI/PO/ any similar document satisfying import and advance demand)
- Foreign SBLC (if applicable)
- Tri-partite agreement / Third party declaration if applicable
- Any additional documents as required by bank & as per regulations

2. Direct import Bill

- Application form in Bank's Format
- Invoice Copy with goods description & payment TnCs
- Packing list (If goods description not available in Invoice)
- Copy of transport document
- Bill of Entry details/copy
- Bill of Exchange (if applicable)
- Declaration & Documents for Interest payable (If any)
- Import License copy (If applicable)
- High Sea Agreement copy (If applicable)
- Any additional documents as required by bank

3. Import Collection Bills (LC /Non-LC)

- Application form for handling Import Bills
- Acceptance Letter for Usance Bills
- Bill of entry for Usance Bills
- Import License copy (If applicable)
- Any additional documents as required by bank

4. Foreign LC Issuance/Amendment

- LC Application form in bank's standard format
- Proforma Invoice/Purchase Order/Contract Copy
- Insurance Policy if applicable
- Beneficiary acceptance in case of detrimental amendments
- Any additional documents as required by bank

5. Buyer's Credit

- Application form
- Invoice Copy with goods description
- Packing list (If goods description not available in Invoice)
- Copy of transport documents
- Bill of Entry details/copy
- Declaration & Documents for Interest payable (If any)
- License Copy (If applicable)
- High Sea Agreement copy (If applicable)
- GRN form as applicable
- Any additional documents as required by bank

Documents required for Handling Export Transactions

1. Basic requirements (One time in nature)

- Vintage of Exporter / KYC of Exporter (As per Bank records during account opening)
- IEC Certificate copy (one time updation in CBS)
- DGFT Status Holder Certificate (if applicable)
- LEI Copy or LEI Number
- PAN, GSTIN as applicable
- Any other License copy as per trade regulations i.e. for restricted goods etc. (If applicable)
- Any additional documents as required by bank

2. Advance remittance against export

- Application form in Bank's Format
- Any Underlying documents/ Contract / Agreement copy
- Any other case specific undertaking (if applicable)
- Any additional documents as required by bank

3. Export Advance wherein shipment is after three years

- Application form in Bank's Format
- Any Underlying documents/ Contract / Agreement copy
- Any other case specific undertaking (if applicable)
- Credit/Business opinion report of overseas party
- Any additional documents as required by bank

4. Long Term Export Advance

- Application form in Bank's Format
- Any Underlying documents/ Contract / Agreement copy
- Any other case specific undertaking (if applicable)
- Credit/Business opinion report of overseas party
- Any additional documents as required by bank

5. Export pre-shipment

- Application form in Bank's Format
- Underlying documents / confirmed order / LC
- Any additional documents as required by bank

6. Lodgement of Export Bills under Collection / Purchase / Discounting / Negotiation (LC / Non-LC)

- Application form as per Bank's Format
- Copy of Invoice cum packing list / Commercial Invoice / Customer certified Invoice etc.
- Copy of Packing list (If applicable)
- Copy of Transport documents like Bill of Lading, Airway Bill, Railway Receipt, Truck receipt etc.
- Copy of shipping bill / Softex (as applicable)
- Copy of Insurance (If applicable)
- Details of advance received (if any)
- Original Letter of Credit (If under LC)
- Original set of documents for dispatch purpose – as per customer contract or as per LC (Original and copies of documents must be same)
- Credit/Business opinion report of overseas party (if applicable i.e. for Direct dispatch, Bill value is high etc.)

7. Lodgement of Export bills: Non-Bank to Bank Dispatch case

- Application form in Bank's Format
- Copy of Invoice cum packing list / Commercial Invoice / Customer certified Invoice etc.
- Copy of Packing list (If applicable)
- Copy of Transport documents like Bill of Lading, Airway Bill, Railway Receipt, Truck receipt etc.
- Copy of shipping bill /softex (as applicable)
- Copy of Insurance (If applicable)
- Details of advance received (if any)
- Status Holder Certificate (if applicable)
- If payment not received, declaration stating expected date of receipt of payment and reason for direct dispatch.
- Third party declaration (if applicable)
- Credit/Business opinion report of overseas party
- Reduction letter/ Write off Letter (if applicable)
- CA certificate (If applicable)
- Any additional documents as required by bank

8. Reduction in Invoice value

- Customer Request letter in Bank's Format
- Underlying documents / Contract copy
- CA certificate as per format (if applicable)
- Any additional documents as required by bank

9. Change of buyer/consignee Request letter giving full details of the event and new request

- Underlying documents / Contract copy with new buyer/consignee

- Reduction request letter & CA certificate as per format (if applicable)
- Request to recall of original documents if already dispatched and goods not released. (If applicable)
- Credit/Business opinion report of overseas party (if applicable)
- Any additional documents as required by bank

10. Extensions in due dates Request letter giving full details of the event and new request

- Underlying documents / Contract copy
- ETX form
- CA certificate
- Undertaking to realise the proceeds within extended period
- Credit/Business opinion report of overseas party (if applicable)
- Any additional documents as required by bank

11. Write Off Request letter in Bank standard format

- Initial Underlying documents / Contract copy
- CA certificate as per format (if applicable)
- Evidence of follow up for realisation of proceeds
- Copy of court order (if applicable)
- Copy of any case pending with any organisation for the referred transaction (if applicable)
- Credit/Business opinion report of overseas party (if applicable)
- Any additional documents as required by bank

12. Warehouse approval Request letter giving full details of the event

- Underlying documents / Contract copy
- CA certificate
- Credit/Business opinion report of overseas party
- Copy of previous Approval Letter – If applied for renewal
- Details of export under previous approval – (If applicable)
- Any additional documents as required by bank

13. EDF Waivers Application form in Bank standard Format

- CA certificate
- Underlying documents / contract copy
- Any additional documents as required by bank

14. Set-off/Net off of export receivables against import payables

- Request letter with full details of export and import transactions
- Full set of Export and Import Documents along with application forms
- Contract/Agreement copy signed by both parties for set off
- CA certificate (if applicable)
- Credit/Business opinion report of overseas party
- Any additional documents as required by bank

15. Agency commission on exports

- Customer request letter
- Underlying documents / Contract copy
- Copies of Shipping bills against which commission is being paid
- CA Certificate (Form 145/146 – if applicable)
- NOC from other Bank if shipping bills were lodged in other Bank
- Any additional documents as required by bank

Documents required for Bank Guarantees (Inland & Foreign)

- Application form in Bank's Format
- Financial document (if applicable)
- Application for FD backed facilities in Bank's Format BG Text
- Letter of Acceptance (LOA)/ Work Order (WO)/ underlying documents, if any
- Any additional documents as required by bank

Documents Required for processing Inward remittance

- Disposal Instructions
- Underlying documents like agreements, invoice, transport document etc based on the purpose code of the payment (if applicable)
- Swift Copy (pacs.008 message)
- CA certificate (if applicable)
- Any additional documents as required by bank

Documents required for processing Outward remittance

- Application cum A2 form in Bank's Format
- Underlying documents like agreements, income tax assessments, bank statement, invoice, transport document, bill of entry, proof of import etc based on the purpose code of the payment (if applicable)
- Form 145/146 as applicable
- Debit note (if applicable)
- CA certificate (if applicable)
- Any additional documents as required by bank