

**REQUEST LETTER FOR SETTLEMENT OF INVOICE IMPORT BILLS – UNDER PAPERLESS MODEL**

Branch Name: \_\_\_\_\_

Br. Code: \_\_\_\_\_

**For Office use only.**

FEXTT Ref:

Date:

AD Code:

FCY Code:

Amount:

Rate:

GSTN destination state name for corresponding transaction\*.: \_\_\_\_\_

Destination GSTN number for above mentioned state^.: \_\_\_\_\_

To

Date

The Branch Head

CSB Bank Ltd

\_\_\_\_\_ Branch

We have imported \_\_\_\_\_

(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: \_\_\_\_\_

The details are as below:

 \_\_\_\_\_  
 \_\_\_\_\_

**1. Details of Applicant (remitter):**

|                              |                         |
|------------------------------|-------------------------|
| Name                         |                         |
| Import Export Code (IEC) No. |                         |
| Address                      | _____<br>_____<br>_____ |
| Country of Origin of Goods   |                         |
| PAN No:                      |                         |
| E-Mail ID                    |                         |

## 2. Details of Beneficiary

|                                                               |                                                 |
|---------------------------------------------------------------|-------------------------------------------------|
| Beneficiary Name                                              |                                                 |
| Beneficiary Country & Address                                 | <div></div> <div></div> <div></div> <div></div> |
| Beneficiary's Bank Account No. / IBAN No.                     |                                                 |
| Beneficiary's Bank Name & Country                             |                                                 |
| Beneficiary Bank's Swift Code or Sort Code or ABA Routing No. |                                                 |

## 3. Details of Beneficiary Bank's Correspondent Bank (if any)

|                                                                                                 |  |
|-------------------------------------------------------------------------------------------------|--|
| Name                                                                                            |  |
| Swift Code or Sort Code or ABA Routing No.                                                      |  |
| Purpose of Remittance (the details to be mentioned in Swift msg. for beneficiary's information) |  |

4. **Foreign Bank Charges (select anyone):** ☐ To our Account ☐ To Beneficiary Account ☐ Shared

## 5. Debit Instructions:

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

☐ EEFC Account ☐ Current Account ☐ Cash Credit Account \_\_\_\_\_

Account No \_\_\_\_\_

We hereby request CSB 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.

We authorize you to debit our account for charges\_\_\_\_\_

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

\_\_\_\_\_

We hereby declare below (applicable for delayed import payment)

1. The imports done are not subject matter of any pending civil/criminal Suit
2. The import transactions covered by the invoices are not under investigation by Directorate of Enforcement / Central Bureau of Investigation or other investigating agencies.
3. There is no overdue interest payable in any of these Invoices for which remittance is being done
4. The beneficiary is our \_\_\_\_\_  
(Group entity/Parent/Subsidiary)

\_\_\_\_\_  
**Authorised Signatory**

\_\_\_\_\_  
**Company Seal/Stamp**

## DECLARATION AND UNDERTAKING

1. We hereby confirm and undertake that this paperless model of payment shall be utilised only for processing of direct import payment transactions and that the same would not be used for any import done under a letter of credit or bill collection mode.
2. We hereby confirm that we have sent the excel file with all the details necessary to undertake the transaction in the format shared by CSB bank, to Forex CPC mail id.
3. We further undertake to furnish all the underlying documents to CSB Bank if required by CSB Bank from time to time within 3 working days of such request.
4. We undertake to allow the bank to inspect, examine, audit the documents required for direct import payment transactions processed through the paperless import remittance service.
5. We hereby confirm that all our shipments are in compliance with US/UN/EU/ trade sanction policies and does not involve any sanctioned countries / entities. We further agree to keep CSB Bank indemnified and harmless at all times from and against any or all claims, damages, losses, costs and expenses, which CSB Bank may suffer on account of any non-compliance with any sanction policy and applicable laws.
6. We further confirm that the transaction does not involve any linkages directly or indirectly with any OFAC sanctioned country, FATF country and Specially Designated Nationals (SDN) and CSB Bank will not be held responsible if the funds are impounded.
7. We agree and acknowledge that the maximum value for any remittance transaction or the cumulative values of a number of remittance transaction for a single BoE (Bill of Entry) being processed will not exceed the total outstanding amount of the respective BoE.
8. The statements made by us on this form are true and that I/we have not applied for an authorization through any other AD bank
9. 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.
10. 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
11. Bill of entry has not been utilized with any other AD bank.
12. 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 license against which the remittance is sought is valid and has not been cancelled.

Particulars of Import Licence (if applicable)

| License No. | Date of issue | Date of Expiry | Face Value of Licence | Amount to be endorsed |
|-------------|---------------|----------------|-----------------------|-----------------------|
|             |               |                |                       |                       |

## INDEMNITY

We undertake and agree to maintain the copies of the invoices and transport documents (Bill of Lading, Airway Bill etc) and the same will be submitted to CSB Bank post processing the transaction as and when requested. We agree to keep CSB Bank indemnified and harmless at all times from and against any or all claims, damages, losses, costs and expenses, which CSB Bank may suffer or incur on account of executing payments instructions basis the information received from IDPMS. We further agree and understand that CSB Bank will not be required to verify the information received from IDPMS against any other document including the invoice and transport document.

## FEMA 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 CSB 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.: \_\_\_\_\_

\_\_\_\_\_  
Authorised signatory (ies)

\_\_\_\_\_  
Company Seal/Stamp