

LIST OF IMPORTANT STANDARD DOCUMENTS REQUIRED FOR ALL REMITTANCES

1	<p>Letter from the Client/Traveller/Remitter/Patient/Student... duly signed by their authorised signatories clearly indicating the following details/particulars : -</p> <ul style="list-style-type: none">- Request for the remittance- Purpose of Remittance- Debit Authority - authorising the bank to debit their INR/EEFC account with us towards the amount of remittance and our charges/commission and- <u>Wherever the remittance relates to travel, on any reason :-</u><ul style="list-style-type: none">- Name, address and Passport Particulars of the traveler, wherever applicable- Place/s of travel- Date of Travel/Remittance-
2	Form A2 - Duly filled-in and signed
3	FEMA Declaration

ABOVE-LISTED 3 DOCUMENTS SHOULD BE ACCOMPANIED BY REMITTANCE-SPECIFIC DOCUMENTS LISTED BELOW AGAINST EACH SPECIFIC REMITTANCE

A : TRAVEL RELATED REMITTANCES

Index	Type/Purpose of Remittance	Permissible Limits In USD	Documents To be Submitted	Additional Conditions
A1	Business Visits	25,000*	- Standard 3 documents as above	*Limit does not apply if remittance is drawn from RFC/EEFC A/c.)
A2	Medical Treatment (APDIR 17 of 12.09.02)	(a) 50,000* (b) Without any limit	1. Standard 3 documents as above PLUS 2. Declaration from applicant indicating the exchange requirement for medical treatment abroad. (no estimate reqd). 3. Estimate from Doctor/Hospital Abroad if the value of remittance is excess over USD 50000/-	*No estimate of treatment costs is required.
A3	Private visit / Basic Travel Quota :	10,000*	1. Standard Documents as listed above PLUS 2. Copy of passport (Executives of existing Corporate clients could be exempted) 3. Declaration confirming that the amount remitted has not resulted in excess over USD 10000.00 for the calendar year.	*Limit not applicable if remittance is from RFC/EEFC account
A4	Studies Abroad	(a) 30,000* OR (b) As per Estimate from the Institute whichever is higher	1. Standard documents as listed above PLUS 2. Client's letter as above to include details of college/ institution 3. College / Institution prospectus, syllabus giving details of course	*Limit not applicable if remittance is from RFC/EEFC account

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A5	Attendent accompanying Patient going abroad for medical check-up etc.	25,000	<ol style="list-style-type: none"> 1. Standard Documents as listed above PLUS 2. Copies of documents as listed in A3 above 3. Letter providing complete details and 4. Doctor's recommendations to accompany the patient, if available. 	

B : TRAINING RELATED REMITTANCES

Index	Type/Purpose of Remittance	Permissible Limits In USD	Documents To be Submitted	Additional Conditions
B1	Participation in International Conference / Training	25000*	<ol style="list-style-type: none"> 1. Standard Documents as listed above PLUS 2. Client's letter to name their participating official, 3. Copy of the brochure indicating the training and the fees to be paid 	*Limit not applicable if remittance is from RFC/EEFC account
B2	Specialised Training (Airline Cos for their pilots etc)	25000*	----- Same documents as above (B1)	
B3	Accommodation charges incurred for trainees abroad (Airline Co.s arranging for accommodation with some hotels on regular basis)	25000*	<ol style="list-style-type: none"> 1. Standard Documents as listed above PLUS 2. Letter of invitation/offer letter/brochure indicating the training and the cost thereof 	*Limit not applicable if remittance is from RFC/EEFC account

C : SHIPPING / AIRLINE REMITTANCES

Index	Type/Purpose of Remittance	Permissible Limits In USD	Documents To be Submitted	Additional Conditions
C1	<p>Net remittable surplus (Foreign shipping Co.s)</p> <p>Reference : Paragraph 7 v. of Annexure I to A.D.(M.A.Series) Circular No.11 dated 16.05.2000</p>	No Limit	<ol style="list-style-type: none"> 1. Standard Documents as listed above PLUS 2. One-Time Documents : <ul style="list-style-type: none"> - Copy of Agency Agreement with current validity (One time till expiry date) - Undertaking from foreign principal that they will repatriate the excess and/or inadmissible amounts remitted, if found any time later by the bank or by any Regulatory Body. 3. Certified copy of the Voyage account / Disbursement account. 4. Freight manifests in support of freight collections reported in column 4 of form SPM2 5. Export Tally sheet certified by the surveyors in respect of export cargo 6. Copies of Bills of lading in respect of Freight Collected on Imports on charges collected basis 7. Documentary evidence in support of other receipts in column 5 of form SPM 2 8. CA Certificate with regard to Income Tax in prescribed format, in original Plus Tax Paid Challan,if paid & available 9. Form SPM2 (with changes suggested) 	

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C2	<p>Surplus Passage/Freight (Foreign Airline Cos)</p> <p>Reference : Paragraph 7 v. of Annexure I to A.D. (MA.Series) Cir. No.11 dated 16.05.2000.</p>	No Limit	<ol style="list-style-type: none"> 1. Standard Documents as listed above PLUS 2. <u>One-Time Documents</u> : <ul style="list-style-type: none"> - Copy of Agency Agreement with current validity (One time till expiry date) - Undertaking from foreign principal that they will repatriate the excess and/or inadmissible amounts remitted, if found any time later by the bank or by any Regulatory Body. - RBI permission to carrying on their commercial activity in India (One time till expiry Date) 3. DGCA approval (in case of off-line carriers) 4. CA Certificate with regard to Income Tax in prescribed format, in original Plus Tax Paid Challan,if paid & available 5. Form SPM1 	
C3	C1+c2 -ADHOC REMITTANCE	No Limits	<ol style="list-style-type: none"> 1. All documents as specified for C1 & C2 PLUS 2. Client's letter to include an undertaking that QUOTE "We hereby confirm that value of this adhoc remittance has been computed on a 'quick estimate' basis. We shall obtain refund of the difference and/or excess remitted, if any. 	

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C4	<p>Multimodal Transport Operator (MTOs) to their Overseas Agents</p> <p>Reference : Paragraph 7 v. of Annexure I to A.D.(M.A.Series) Circular No.11 dated 16.05.2000</p>	No Limits	<ol style="list-style-type: none"> 1. Standard Documents as listed above PLUS 2. <u>One-Time Documents</u> : <ul style="list-style-type: none"> - Copy of Valid Registration Certificate issued by Director General for Shipping - Copy of valid Agency Agreement/s with current validity (One time till expiry date). - Undertaking from foreign principal that they will repatriate the excess and/or inadmissible amounts remitted, if found any time later by the bank or by any Regulatory Body. 3. Invoice / Debit Note from Overseas agent 4. Non negotiable copies of Multimodal Transport Document as approved by DGS 5. CA Certificate with regard to Income Tax in prescribed format, in original Plus Tax Paid Challan,if paid & available 6. Declaration from the exporters about freight paid (if the MTD is prepaid) and / or the terms of payment of Terminal Handling charge of transshipment / discharge port 7. Statement in form MTR 	

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C4	<p>Freight Prepaid on Inward Consolidation of Cargo by Air or by sea</p> <p>Reference : Paragraph 7 v. of Annexure I to A.D.(M.A.Series) Circular No.11 dated 16.05.2000.</p>		<ol style="list-style-type: none"> 1. Standard Documents as listed above PLUS 2. <u>One-Time Documents</u> : <ul style="list-style-type: none"> - Copy of valid Agency Agreement/s with current validity (One time till expiry date). 3. Chartered Accountant* Certificate to the effect that the amount of remittance applied for has been verified with reference to copy of prepaid Master Airway Bill / Master Bill of Lading together with the original relative House Airway Bill / House Bill of Lading as also cargo manifests and invoices from overseas consolidators and had been found correct. 4. A statement in form CAS. 5. Form BBI 	<p>*Waiver of CA certificate could be considered ONLY on EXCEPTIONAL BASIS with approval from HOT subject to thorough scrutiny of all the required documents including MAWBs/ HAWBs & MBLs / HWBs, Manifests and invoices</p>
C5	<p>Break-Bulk agents remuneration on Consolidation of Outward Sea/ Air Cargo</p> <p>Reference : Paragraph 7 v. of Annexure I to A.D.(M.A.Series) Circular No.11 dated 16.05.2000..</p>	No Limits	<ol style="list-style-type: none"> 1. Standard Documents as listed above PLUS 2. <u>One-Time Documents</u> : <ul style="list-style-type: none"> - Copy of valid Agency Agreement/s with current validity (One time till expiry date). 3. Chartered Accountant Certificate to the effect that the amount of remittance applied for has been verified with reference to break bulk agents debit notes and invoices, copy of Master Airway Bill / Master Bill of Lading together with the original relative House 	

			Airway Bill /House Bill of Lading as the case may be. 4. Form BBX 1 and Form BBX 2 8. CA Certificate with regard to Income Tax in prescribed format, in original Plus Tax Paid Challan,if paid & available	