#### For Office Use

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| --- | --- | --- |
| Date & Time of Receipt | Tracking ref.no. | Bill Ref. No |
|  |  |  |

(To be filled in by Branch) (To be filled in by Branch) (To be filled in by Branch)

**(This letter needs to be taken from customer on their letter head, if taken on plain paper then For seal of the customer needs to be affixed at all the places it is signed)**

#### Customer’s Request letter for payment/Acceptance of Import Bill received under Collection

The Branch Manager,

ICICI Bank Limited,

------------------------------ Branch Date

Dear Sir / Madam,

Account number:

We wish to make payment (in case of at sight bill)/ accept (in case of usance bill) the above mentioned import bill received under collection by you (B2B):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Import bill reference number |  | | | | | | | | | | | | | | | | | | | | |
| 2 | Import bill value |  | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |
| 3 | Remittance amount |  | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |
| 4 | PAN Number |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |
| 5 | IE Code |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |
| 6 | H.S Code No |  | | | | | | | | | | | | | | | | | | | | |
| 7 | Commodity Description |  | | | | | | | | | | | | | | | | | | | | |
| 8 | Dealing as a: (Tick √ as applicable) | { } Trader { } Manufacturer | | | | | | | | | | | | | | | | | | | | |
| 9 | Type of goods (Tick √ as applicabe) | { } Capital { } Non Capital | | | | | | | | | | | | | | | | | | | | |
| 10 | Current Account / Cash credit account No.  (For collecting the charges) |  |  | |  | |  | |  | |  |  | |  | |  | |  | |  | |  |
| 11 | EEFC Account number (if applicable) |  |  | |  | |  | |  | |  |  | |  | |  | |  | |  | |  |

Debit Authorisation:

We request you to debit our EEFC account (as mentioned above), to the extent of---------- \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and collect balance amount including the charges from the Current account / cash credit account number as mentioned above.

The details of forward contract(s), if any, booked against this payment is/are as follows:

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| --- | --- | --- | --- |
| Forward contract no. & date | Forward contract amount | Amount to be utilised for this remittance | Due date of the contract |
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Reasons of delayed payment:

*(Applicable if payment is being made after stipulated time as per FEMA guidelines; i.e. after 90 days/ six months from the date of shipment)*

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| **DECLARATION-CUM-UNDERTAKING** |

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| Section- A ( Import Evidence Declaration) |

We hereby undertake that we shall submit the documentary evidence of import (i.e. Bill of Entry for home consumption/ courier wrapper/ Postal appraisal Form/ Customs Assessment Certificate, as applicable) within three months from the date of payment/acceptance of documents

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| **Section - B (FEMA DECLARATION)-** |

(Under Section10 (5), Chapter III of The Foreign Exchange Management Act, 1999)

I / We hereby declare that the transaction the details of which are specifically mentioned in the schedule hereunder 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.

I/ We also undertstand that if I/ We refuse to comply with any such requirements or make only unsatisfactory compliance therewith, 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.

SCHEDULE : Details of the foreign exchange transaction are given herein this request letter

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| **Section - B (NNL-Non Negative List declaration)** |

We hereby affirm, declare and undertake that: Tick √ as applicable out of below.

{ } The goods imported/ being imported by us are not covered under Negative list, Restricted category and the items reserved for State Trading Enterprises (STEs)/ Nominated Agencies as per the latest Foreign Trade Policy ( as amended till date) notified by Government of India, Ministry of Commerce & Industry, Department of Commerce, Directorate General of Foreign Trade , New Delhi. Accordingly we are eligible to import the above mentioned goods under the said Foreign Trade Policy (FTP).We shall comply with the provisions contained in the said policy. Or

{ } The goods imported/ being imported by us are covered under Restricted category as per the latest Foreign Trade Policy ( as amended till date) notified by Government of India, Ministry of Commerce & Industry, Department of Commerce, Directorate General of Foreign Trade , New Delhi and the Import License/Authorization under which the goods imported/being imported, is enclosed. We shall comply with the conditions and provisions of said license and also the said policy.

Or

{ } The goods imported/ being imported by us are covered under the category of items reserved for State Trading Enterprises (STEs)/ Nominated Agencies as per the latest Foreign Trade Policy ( as amended till date) notified by Government of India, Ministry of Commerce & Industry, Department of Commerce, Directorate General of Foreign Trade , New Delhi and accordingly we are eligible to import the above mentioned goods under the currentForeign Trade Policy in place and we shall comply with the provisions of the said policy.

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. I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, 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/have the authority to give this declaration and undertaking on behalf of the company.

\*Applicable when the declaration /undertaking is signed on behalf of the firm / company

\* The necessary document for processing the transaction to be shared along with this customer request letter

Yours faithfully,

1. ----------------------------------------------------------------

###### AUTHORISED SIGNATORY

(For seal of the company / firm to be affixed at the place of signature)