

Payment/ Acceptance against Import Bill for Collection

SL No	Particular of Documents	Mandatory(M)/ Optional(O)	Page No
1.	Request letter with Debit Authority (received from branch along with Bill presentation Memo)	M	2-5
	Request Letter for Acceptance of BOE (received from branch along with Bill Presentation Memo)		
3.	Accepted BOE in case of Usance Bill (Available with Bill, to obtained from Branch at the time of transaction)	M	6

Pre Checks

1. Bill of Exchange to be stamped as per Indian Stamp Act if usance period is 90 days or more.
2. Bill drawn involving any counterparties/countries /shipping lines /ship flags /ports /shore listed under OFAC/UN sanctions would not be handled by us.
3. RBI/FEMA guideline will be applicable from time to time
4. Depending on the nature of transaction ICICI Bank may ask for additional documents as and when required.

Post Transaction – Compliance

1. Bill of Entry should be submitted within 90 days from the date of payment.

For Office Use

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

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Dear Sir / Madam,

Account number:

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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 No	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
5	IE Code	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
6	H S Code No																					

7	Commodity description	
8	Dealing as a: (Tick <input type="checkbox"/> as applicable) <input checked="" type="checkbox"/> as applicable	<input type="checkbox"/> Trader <input type="checkbox"/> Manufacturer
9	Type of goods (Tick <input type="checkbox"/> as applicable) <input checked="" type="checkbox"/> as applicable	<input type="checkbox"/> Capital <input type="checkbox"/> 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:

Forward contract no. & date	Forward contract amount	Amount to be utilised for this remittance	Due date of the contract

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)

DECLARATION-CUM-UNDERTAKING

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.

Section - B (FEMA DECLARATION)-

(Under Section 10 (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 understand 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

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 current Foreign 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 documents for processing the transaction to be shared along with this customer request letter

Yours faithfully,

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

Bill of Exchange- 1st

Draft No:

Dated:

For Amount of: USD 50,000.00

On Demand/ At 90 days sight (Specific date as per LC term) of this first Bill of Exchange (Seconded date and tenor remain same being unpaid).

Pay to the order of ICICI Bank Ltd / Name of Importer (As per the LC status) the sum of US Dollar 50,00.00 .

Drawn under: Invoice No _____

LC No: _____

LC Issued By: _____

To. Name of Importer Address of Importer
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Exporter name Signature
