For Office Use

|  |  |  |
| --- | --- | --- |
| Date & Time of Receipt | Tracking Reference 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 seal of the customer needs to be affixed at all the places it is signed)**

#### 

#### CUSTOMER REQUEST LETTER FOR DIRECT IMPORT BILLS

The Branch Manager,

ICICI Bank Limited, Date:

--------------------------------Branch

Dear Sir/Madam,

Account Number

We have imported following commodities / Goods:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Commodity | |  | | | | | | | | | |
| 2 | Type of goods (Tick √) | | { } Capital { } Non Capital | | | | | | | | | |
| 3 | Dealing as a: Tick √ | | { } Trader { } Manufacturer | | | | | | | | | |
| 4 | H.S.Code | |  | | | | | | | | | |
| 5 | | I.E Code No |  |  |  |  |  |  |  |  |  |  |
| 6 | | PAN No |  |  |  |  |  |  |  |  |  |  |

We hereby request you to remit the amount as per the details given below towards the import of goods (documents received directly from the overseas supplier by us (C2C) or by you (C2B): -

|  |  |  |
| --- | --- | --- |
| 1 | Amount to be remitted (in foreign currency and in words) |  |
| 2 | Value date (applicable only if value date in the swift message is to be mentioned other than today) |  |
| 3 | Remitter’s name & Address |  |
| 4 | Beneficiary’s Name & Address |  |
| 5 | Beneficiary’s bank account no, bank’s name & complete address along with swift code |  |
| 6 | Beneficiary’s Bank’s correspondent bank name, address along with swift code |  |
| 7 | Is the Beneficiary same as the Overseas Supplier | Y/N  *(Strike off whichever is not applicable)* |
| 8 | Brief message (the details to be mentioned in swift message for overseas supplier's information) |  |
|  |  |  |
| 9 | Foreign bank charges ( strike off whichever is not applicable) | To our account  Beneficiary’ account |
| 10 | Is the remittance being made for merchanting trade transaction? If yes please follow the process for MTT transactions as per import circular | Yes/ No *(Strike off whichever is not applicable)* |
| 11 | Part Payment of the total shipment | Yes/ No *(Strike off whichever is not applicable)* |

**Import Particulars**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Invoice Details\* | | | | Harmonised  System of  Classification\* | Country  of origin  of goods\* | Country  from which  goods are  consigned\* | Mode of  shipment  (air, sea  post, rail  river,  transport  port, etc.)\* | Date of  shipment  (if not  known  approxi-  mate  date)\* |
| No and Date | Amount | | |
|  |  |  |  |  |  |  |  |  |

**Debit authorisation:**

We request you to debit our current/EEFC/ Cash credit account no:

for an amount of ………………..and the

balance amount to our Current Account / Cash Credit account no:

along with your charges as applicable ).

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)*

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| --- |
| **DECLARATION-CUM-UNDERTAKING** |

|  |
| --- |
| Section- A ( Import Evidence Declaration) (Tick √ as applicable) |

{ } 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

OR

{ } We enclose the custom stamped Exchange Control Copy of bill of entry/Courier wrapper/ Postal Appraisal Form/ Customs Assessment Certificate as an evidence of import of the said goods.

|  |
| --- |
| **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 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 - C (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,

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###### AUTHORISED SIGNATORY

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