

To
 The Branch Head
 Bandhan Bank Ltd.,
 _____ Branch

Date

D	D	M	M	Y	Y	Y	Y
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A/c no. _____
 Importer Exporter Code (IEC) no. _____

I/We _____ having my/our registered/principal office at _____ (exporter), hereby irrevocably request Bandhan Bank Limited (“Bandhan Bank”) to process the Export bill as per details and instructions given below (Tick the appropriate option):

1. Bill Details

Export bill to be handled under	<input type="checkbox"/> Collection	<input type="checkbox"/> Purchase	<input type="checkbox"/> Discount								
<input type="checkbox"/> Negotiation	<input type="checkbox"/> Regularise										
Invoice no.											
Letter of Credit no. (if any) (original LC to be enclosed if applicable)											
Bill currency		Bill amount									
Bill amount in words											
Advance payment received: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, inward ref. no. _____ amount _____										
Net amount to be collected											
Terms of payment	<input type="checkbox"/> Sight	<input type="checkbox"/> Usance _____ days from _____									
Exported goods		Harmonized System (HS) code									
Port of loading		Port of destination									
Transport documents ref. no.											
Shipping bill/Softex no.		Date <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	Port code _____
D	D	M	M	Y	Y	Y	Y				
Country of origin of goods											
Import leg details (Only for merchanting trade)											

2. Party details

Exporter/Drawer details		Buyer/Drawee details:	
Name		Name	
Address		Address	
Contact person		Contact person	
Contact no.		Contact no.	
Email ID		Email ID	
LEI no.		LEI no.	

3. Buyer/Drawee bank details

Name	
Address	
Swift code	

4. Documents enclosed

Documents	Bill of exchange	Invoice	Packing list	Transport docs (BL/AWB docs. etc.)	Insurance policy	Certificate of origin	Test certificate	Others
Original								
Copies								

Above-mentioned documents to be dispatched: Yes No

If yes, forward the full set of above documents through courier/airmail to Buyer's Bank Buyer

In addition, we have also enclosed one set (copies) of above-mentioned documents along with shipping bill/softex copies for your Bank record.

5. Instructions to Bandhan Bank Limited (“Bandhan Bank”)

Please deliver the documents against	<input type="checkbox"/> Payment	<input type="checkbox"/> Acceptance
Debit our post shipment account no (If NPD)		
Credit the bill proceeds in	<input type="checkbox"/> CA	<input type="checkbox"/> CC <input type="checkbox"/> OD <input type="checkbox"/> EEFC <input type="checkbox"/> PC/PCFC
Credit account no.		
I/We authorise you to debit my/our account no. for necessary charges		

6. Delay submission of export documents (After 21 days from date of export): Yes No

If yes, reason for delay submission: _____

7. Special instructions (if any)**8. To process the bill at your Bank, we hereby declare the following:****a) FEMA declaration:**

Under Section 10(5), Chapter III of the Foreign Exchange Management Act, 1999) or any rule, regulation, notification, direction or order made thereunder, I/we hereby declare that the transaction, the details of which are specifically mentioned in this letter does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the afore said 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 under take that if I/we refuse to comply with any such requirements or make only unsatisfactory compliance there with, 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 the authority to give this declaration and undertaking on behalf of the account holder.

b) OFAC Declaration:

I/We also declare that the transaction does not have linkage with specially designated nations and blocked person (SDN) countries listed under OFAC/UN sanctions in any manner. I/We undertake not to hold Bandhan Bank responsible for any of its action or inaction in respect of the OFAC-linked/UN sanctioned transactions.

I/We further declare that I/we shall furnish information relating to this transaction as sought by any authority/government/agency now or later. I/We also authorise to Bandhan Bank to make available any of the material pertaining to my/our transaction to any authority/agency/entity without referring the matter to me/us.

- c) I/We hereby confirm that we have not availed any packing credit from other bank for the enclosed documents.
- d) We agree and are bound to comply with all prevailing rules and regulations applicable for this transaction.
- e) We confirm that we and this export transaction is not under any investigation with any regulatory or law enforcing agency.
- f) We agree that Bandhan Bank uses the services of other correspondent Bank to provide services to their customers. We understand that the Bank is taking due care to protect the interest of its customers and they are not responsible for any loss/delay/any other damages occur due to the corresponding bank and/or the overseas bank.
- g) I/We also agree that the exchange rate will be applicable at the time of deal booking and may vary from the rate prevailing during submission of the request.
- h) I/We agree that in the event the transaction is cancelled or invoked by me/us after submitting the request for processing to the bank any exchange losses incurred in this connection may be debited from my/our account at Bandhan Bank.
- i) In case of merchant trade transaction, I/we undertake to complete the entire export and import leg within a maximum period of 270 days and undertake that outlay of funds will not exceed 4 months and without incurring any financial loss. We also undertake that both legs of the merchant trade transaction will be routed through Bandhan Bank only.
- j) I/We further declare that the undersigned has/have the authority to give the above debit authority, declaration and undertaking on behalf of the firm/company.

Thanking you,

Yours sincerely

Authorised signatory (ies)

Company name and stamp