



HO: International Banking Division
4th Floor, A Wing ,Plot No. 4,Sector 10, Dwarka New Delhi -110075

For PNB Branch Office Use

Annexure-1

Date and Time of Receipt	
CBS Customer ID	
Bill Reference Number and Date	
Retad Deal Id No and Date	

CUSTOMER REQUEST LETTER FOR ADVANCE PAYMENT TOWARDS IMPORT OF GOODS

To,

Date :

The Branch Head,
Punjab National Bank,
_____ Branch

Dear Sir / Madam,

I/We wish to make advance payment against import of the following commodities:-

1	Commodity / Description of Goods/Services	
2	Type of goods (Tick ☒)	{ } Capital { } Non Capital
3	H.S.Code	
4	I.E Code No	

I/We hereby request you to remit through SWIFT / issue Demand Draft for the amount as per the details given below:-

1	Amount to be remitted	Foreign Currency in Number
		Foreign Currency in Words
2	Remitters Name and Address	
3	Beneficiary's Name and Address	
	Is the Beneficiary same as the Overseas Supplier	Yes/ No <i>(Strike off whichever is not applicable)</i>
4	Beneficiary's Bank Detail	

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	Name and Address of Bank	
	Bank Account or IBAN Number	
5	BSB /SORT CODE / ABA / ROUTING NO.	
	Swift Code	
6	Beneficiary's Bank's Correspondent Bank's Name, Address along with SWIFT code	
7	Foreign Bank Charges	() To our account () Beneficiary' account
8	Is the remittance being made for merchanting trade transaction? If yes please follow the process for Merchanting Trade Transactions as per import circular	Yes/ No <i>(Strike off whichever is not applicable)</i>
9	Is any remittance made against this from other bank? <i>(If yes, remittance from PNB not permitted)</i>	() Yes () No
10	Whether Part/Full Payment of the total shipment <i>(If Part, mention if any earlier part payment with Bank reference number, Bank Branch Name, amount and Date)</i>	Yes/ No <i>(Strike off whichever is not applicable)</i> Details of earlier payments (if applicable) – Bank Reference No – Amount – Date of Payment -



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		Bank Branch -
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Import Particulars

1	Purchase Contract/Proforma Invoice No.	
2	Purchase Contract /Proforma Invoice Date	
3	Country of Origin of Goods	
4	Country from which goods are consigned	
5	Mode of Shipment	
6	Tentative Date of Shipment	
7	License No. in case of Restricted Goods	

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

1	Forward Contract Number	
2	Forward Contract Currency and Amount	
3	Forward Contract Booking Date	
4	Forward Contract Due date	
5	Contracted Rate	
6	Forward Contract Balance Amount	
7	Forward Contract Amount to be utilised	

Debit Authorization:

I/We authorize you to debit our following account for making outward remittance:-

Account Type	Account Number	Currency	Amount
EEFC / CA / CC / TL / OD			
I/We also authorize you to debit our/my following account for your charges, statutory charges and Foreign Bank's charges (if Any) from following account :-			
CA/CC/TL/OD ACCOUNT			
Details of Concessional Charges Sanctioned if any			

DECLARATION-CUM-UNDERTAKING

- I/We hereby undertake and declare that the physical import of the said goods into India will be made within six months (three years in case of capital goods) from the date of remittance and shall furnish the documentary evidence of import within fifteen days from the close of the

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relevant period. In the event of non-import of goods, the amount of advance remittance shall be repatriated to India or shall be utilised for any other purposes for which release of exchange is permissible under the FEMA 1999 and the Rules or Regulations made there under.

- I/We further declare that I/we have not made payment against the same invoice/contract through any other AD Bank.
- I/We agree that in the event of transaction could not be executed/debited to my/ our account after submitting the request for processing to the bank on account of insufficient/ unclear balance at the same time of execution of the transaction in my/ our account any exchange losses incurred in this connection due to reversal of the Forex deal will be charged to my/our Punjab National Bank account.
- I/We agree that in the event the transaction is cancelled or revoked by me/us after submitting the request for processing to the bank any exchange losses incurred in this connection will be charged to my/our Punjab National Bank account. I/We further agree that once the funds remitted by me/us have been transmitted by Punjab National Bank to the correspondent and/or beneficiary banks, Punjab National Bank shall not be responsible for any delays in the disbursement of such funds including the withholding of such funds by the correspondent and/or beneficiary banks. I/We further agree that once the funds remitted by me / us have been transmitted by Punjab National Bank, intermediary Bank charges may be levied by Correspondent and / or Beneficiary Banks, which may vary from bank to bank.
- I/We agree that in the event the transaction being rejected by the beneficiary bank because of incorrect information submitted by me/us, any charges levied by the beneficiary bank or exchange losses incurred in this connection will be charged to my/our Punjab National Bank account.
- I/we also declare that the transaction does not involve any Specially Designated Nationals and Blocked Persons (SDN)/countries listed under OFAC/FATF Grey list/ UN Sanctions in any manner. If so, I/we undertake not to hold Punjab National Bank responsible and liable for any of its action or inaction in respect of such transactions.
- I/we also declare that we are not under Caution List of RBI and have never been involved in any transaction related to FEMA violation.

Non Negative List Declaration as per Foreign Trade Policy and Amendments thereof

I/We hereby affirm, declare and undertake that goods imported by me/us are:

(Tick ✓ as applicable out of below.)

- ☐ Freely Importable under the Foreign Trade Policy (FTP) of Government of India (as amended till date) and not covered under prohibited or restricted list.
- ☐ Restricted category as per the latest Foreign Trade Policy of Government of India (as amended till date) and original exchange control copy of the license issued by D.G.F.T. is enclosed.
- ☐ Under the category of items reserved for State Trading Enterprises (STEs)/ Nominated Agencies as per the latest Foreign Trade Policy of Government of India (as amended till date) and copy of authorization letter issued by competent authority is attached.

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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 there under. 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. I/We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the company.

Yours faithfully,

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AUTHORISED SIGNATORY

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

Documents enclosed

- A. Proforma Invoice/Contract duly accepted by both parties and signed, stamped by the buyer.
- B. Original exchange control copy of valid license for import of goods in Negative/Restricted list.
- C. Self attested copy of IEC certificate of Importer issued by DGFT of India.(one time submission)
- D. Unconditional, irrevocable SBLC/Guarantee from an International Bank of repute acceptable to Bank and situated outside India or a guarantee of an AD Category – 1 Bank in India, if such a guarantee is issued against the counter-guarantee of an International Bank of repute situated outside India in terms of latest guidelines issued by IBD/RBI.
- E. Other documents if any (please specify and for Merchant Trade Transaction Please submit Merchant Trade Undertaking and attach the export leg documents)