Process / Service	Documents required	Charges	Time for approval / processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of bank's website where the document / information is hosted
PART A – SERVICES AS PER THE BANK'S SCHEDULE OF FOREX RELATED CHARGES						
1. EXPORT TRANSACTIONS						
1.A Each foreign currency and rupee export bill – purchased / discounted / negotiated / sent on collection / consignment / advance payment basis (part or full) / direct dispatch	1. Documents- • Bank dispatch: request letter with FEMA declaration; invoice-cum-packing list; transport document; shipping bill details. • Direct dispatch: as above, plus documents as provided by the exporter. • Against advance: as above, plus IRM details. 2. Services: • Request letter with FEMA declaration; EDF; invoice. 3. Realisation: • Request letter, disposal instruction, invoice, transport document, EDF/SB, insurance copy.	Per Export bill: • up to ₹1 lakh – ₹100; • above ₹1 lakh to ₹4 lakh – ₹250; above ₹4 lakh to ₹10 lakh – ₹500; above ₹10 lakh – ₹1,000. (Up to 5 shipping bills); For above 5 Shipping Bills-₹100 per additional shipping bill.	Export bill lodgement: 2 business days from receipt of complete documents. Export realisation – credit and EDPMS update: 2 business days from receipt of complete documents. Services EDF: uploaded to EDPMS within 5 working days.	Scale II/III officer at GTPC on submission by the branch; no separate approval. Services EDF certification: Branch Head after compliance at GTPC	• Scale IV/V Officer at GTPC • Branch Head → DGM/AGM-RO-CAC	https://www.canarabank.bank.in/documents/d/guest/framework-for-cross-border-transactions-04112026 And https://www.canarabank.bank.in/export-and-import-policy
1.B Advance remittance towards export	1. Disposal instructions; 2. FEMA declaration; 3. Export contract / purchase order / agreement / proforma invoice; 4. Mail/intimation/e-FIRC where part advance was routed through another AD bank	Up to and including ₹50,000: NIL. Above ₹50,000: ₹300 per remittance.	Routine inward remittance: Same business day if received within market hours with complete documents; otherwise, next business day.	Scale II/III officer at Inward Remittance Section, GTPC	Scale IV/V Officer at Inward Remittance Section, GTPC	And https://www.canarabank.bank.in/documents/d/guest/forex-20service-20charges-

Process / Service	Documents required	Charges	Time for approval / processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of bank's website where the document / information is hosted
1.C Approvals – write-off of export bill (per SB/GR)	1. Request letter with rationale (quality/quantity issue, commercial dispute, contract cancellation, loss in transit, destruction, volume/cost discount, credit note, other); 2. Correspondence and evidence of recovery efforts; Insurance/claim, legal or insolvency documents where applicable; 3. CA certificate and other conditions in SOP. Reduction in invoice value is combined with write-off.	Self-write-off: ₹1,000. AD power: ₹1,500.	Max. 3 business days from receipt of complete documents and information	• Self-write-off: 5% (status holder 10%) of previous calendar year's realisation – by the exporter. • Above self-limit up to 50%: RO Head-CAC (branches under RO) / DGM-CO-CAC (direct branches). • Above 50%: Circle Head CAC. • Reduction in export value up to 25%: Branch Head	• Branch Head → DGM/AGM-RO-CAC • RO-CAC → CGM/GM-CO-CAC; • CGM/GM-CO-CAC → CGM/GM-HO-CAC;	20annex-20wef-2002022026
1.D. Approvals – extension of due date of SB/GR (per extension)	1. Request letter / declaration seeking extension; 2. Correspondence or evidence supporting the reason; 3. Overseas buyer confirmation where applicable. Applies to extension of the realisation period and to extension of the shipment date against an advance.	₹500 per extension	Max. 3 business days from receipt of complete documents and information	Realisation period – within the original RBI period: Branch Head; beyond it, up to 1 year from expiry: Overseeing Executive, GTPC; Cumulative overdue beyond 1 year: AGM at GTPC.	• Branch Head → DGM/AGM-RO-CAC; • Compliance Officer / Overseeing Executive, GTPC → AGM-TAC, GTPC; • AGM / AGM-TAC, GTPC → DGM-TAC, GTPC	

Process / Service	Documents required	Charges	Time for approval / processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of bank's website where the document / information is hosted
1.E Approvals – set-off of export against import payment	1. Request letter; 2. Export and import documents; 3. Documentary evidence of buyer–supplier agreement to set-off; for group set-off, group-relationship evidence and legally enforceable agreement; 4. CA certificate	As applicable to the export and import transactions	3 business days from receipt of complete documents	Bilateral (same overseas party): Compliance Officer (Scale II/III), GTPC. Group / associate (any combination): DGM-TAC, GTPC. With deviation: DGM-TAC (bilateral) / GM-TAC (group), GTPC.	• Compliance Officer (Scale II/III), GTPC → AGM-TAC, GTPC; • DGM-TAC → GM-TAC, GTPC; • GM-TAC, GTPC → CGM/GM-HO-CAC	
2. IMPORT TRANSACTIONS						
2.A Establishing import LC / revolving LC / LC for deferred-payment imports (no 100% cash deposit)	1. Customer request-cum-debit authority; 2. FEMA declaration; 3. import agreement / contract / purchase order / proforma invoice detailing the LC requirement; import licence if applicable (as per HSN code); 4. marine insurance policy if applicable (as per Incoterms); LC application-cum-agreement form (internal) with applicable stamp duty; 5. opinion letter (OPL) on the overseas supplier; 6. Lloyds / SGS waiver where permitted by the competent authority; 7. sanction from the competent authority.	Unified charges – 1st quarter / per month thereafter: low risk 0.20% / 0.10%; normal 0.25% / 0.125%; moderate 0.30% / 0.15%; others 0.35% / 0.20%. On amount committed incl. interest and tolerance; tenor = LC tenor + usance (sight: LC tenor + 1 month). Minimum ₹2,000.	Max. 3 business days from receipt of complete documents and information	Competent authority as per the Bank's delegation of powers for credit	Next Higher authority	https://www.canarabank.bank.in/documents/d/guest/framework-for-cross-border-transactions-04112026 And https://www.canarabank.bank.in/export-and-import-policy And
2.B import bills not under LC, drawn in foreign currency or INR	1. Request letter for import bill payment with beneficiary payment instructions; 2. Commercial invoice; 3. Transport document; Bill of Entry (goods) / evidence of service received (services); 4. Import licence for restricted goods; 5. Packing list, insurance, certificate of origin, inspection certificate where applicable	Flat ₹2,000 per bill + commission in lieu of exchange as applicable	Import bill lodgement / payment: 2 business days from receipt of complete documents	Scale II/III officer at Import Section, GTPC	Scale IV/V officer at Import Section, GTPC	

Process / Service	Documents required	Charges	Time for approval / processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of bank's website where the document / information is hosted
2.C Part or full advance remittance against imports	1. Request letter with FEMA declarations; 2. Import contract / agreement / firm purchase order / proforma invoice; expected date of import; 3. SBLC/guarantee where required; Form 145-146 for services; 4. sector documents (Civil Aviation approval for aircraft; GJEPC list and Kimberley certificate for rough diamonds); 5. Opinion report on supplier depending on amount and risk. **After import:** Invoice, transport document, BoE details / CA certificate for services.	Flat ₹2,000 per remittance + commission in lieu of exchange as applicable	Advance remittance for imports – standard: 2 business days from receipt of complete documents.	1. Scale II/III at GTPC 2. Without APG/SBLC (goods): up to USD 200,000 – Branch Head; ○ USD 0.2–2 mn – RO Head-CAC / DGM-CO-CAC (rough diamonds, aircraft, vessels – CGM/GM-CO-CAC); ○ USD 2–5 mn – CGM/GM-CO-CAC; ○ USD 5–50 mn – CGM/GM-HO-CAC; ○ above USD 50 mn - CGM/GM-HO-CAC ○ Services: up to USD 0.1 mn – Branch Head; ○ 0.1–0.2 mn – RO Head-CAC / DGM-CO-CAC; ○ 0.2–0.5 mn – GM/GM-CO-CAC; ○ above 0.5 mn – CGM/GM-HO-CAC.	• Branch Head → DGM/AGM-RO-CAC; • RO-CAC → CGM/GM-CO-CAC; • CGM/GM-CO-CAC → CGM/GM-HO-CAC; • CGM/GM-HO-CAC → ED-CAC	https://www.canarabank.bank.in/documents/d/guest/forex-20service-20charges-20annex-20wef-2002022026

Process / Service	Documents required	Charges	Time for approval / processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of bank's website where the document / information is hosted
2.D Merchanting Trade Transaction (MTT)	1. Export advance first: • MTT application; • Credit report; • Confirmed export PO/PI/CI/contract; import PO/PI/CI; MTT declaration; • One-to-one matching sheet. 2. Import-leg advance first: • Request letter; justification for advance; • Credit report; • Export and import PO/PI/CI; • Matching sheet. 3.Shipment first: • Request letter; • Commercial invoice; • Packing list; • Transport document; • Export and import PO/PI/CI; matching sheet.	₹10,000 per MTT, collected upfront at initiation, plus commission applicable to the import and export legs	MTT outward or inward remittance – lodgement and update: 2 business days from receipt of complete documents.	• Fully compliant MTT: Compliance Officer (Scale II/III), GTPC. • Change in party details – no concern: Scale IV Officer at MTT Section, GTPC; • with concern: AGM-TAC • Extension – first 6 months beyond the six-month period: DGM-TAC; • 6–12 months: GM-TAC; beyond 12 months: • CGM-HO-CAC • Closure of incomplete MTT: AGM-TAC (enhanced scrutiny: DGM-TAC); • refusal and stop: GM-TAC. • Third-party flow: AGM-TAC (pattern/concern: DGM-TAC). Loss-making MTT: GM-TAC.	• Compliance Officer(II/III) GTPC → AGM-TAC, GTPC; • AGM-TAC, GTPC → DGM-TAC, GTPC; • DGM-TAC → GM-TAC, GTPC; • GM-TAC, GTPC → CGM/GM-HO-CAC; • CGM/GM-HO-CAC → ED-CAC;	

Process / Service	Documents required	Charges	Time for approval / processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of bank's website where the document / information is hosted
2.E Write-off of Bill of Entry – original declared value above ₹10 lakh per BoE	1. Request letter with rationale (quality/quantity issue, commercial dispute, contract cancellation, loss in transit, destruction, volume/cost discount, credit note, other); 2. Supporting evidence; 3. Free-of-cost imports – evidence on invoice/BoE/correspondence	Flat ₹2,000 per BoE	Max. 3 business days from receipt of complete documents and information	• Up to 5%: Branch Head. • Above 5% up to 25%: RO Head-CAC / DGM-CO-CAC. • Above 25%: Circle Head CAC	• Branch Head → DGM/AGM-RO-CAC; • RO-CAC → CGM/GM-CO-CAC; • CGM/GM-CO-CAC → CGM/GM-HO-CAC	
3. GUARANTEES						
3.A Advance-payment guarantee connected with export trade (other than project exports)	1. Request letter; 2. Copy of invoice / contract / agreement / purchase order as applicable; FEMA declaration (as applicable); 3. Bank guarantee text; 4. Additional documentation as applicable; 5. Inclusion of the purchase order in the list of underlying contracts; 6. Sanction from the competent authority.	0.180% per month (min 0.35% if under 2 months). With 100% cash cover: 0.045% per month (min 0.09% if under 2 months).	3 Business Days from the date of submission of complete set of documents	Competent authority as per the Bank's delegation of powers for credit	Next Higher authority	
3.B Any other foreign outward guarantee	1. Request letter; 2. Copy of invoice / contract / agreement / purchase order as applicable; 3. FEMA declaration (as applicable); 4. Bank guarantee text; 5. Additional documentation as applicable; 6. Inclusion of the purchase order in the list of underlying contracts; 7. Sanction from the competent authority.	Without 100% cash cover: 0.180% per month (min ₹2,000). With 100% cash cover: 0.045% per month (min 0.09% if under 2 months).	3 Business Days from the date of submission of complete set of documents	Competent authority as per the Bank's delegation of powers for credit	Next Higher authority	

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4. CLEAN INSTRUMENTS						
4.A. Foreign inward remittance other than export	1. Customer request with FEMA declarations; 2. Disposal instruction; Underlying documents where applicable. FDI receipts: • FDI declaration; • Investor KYC via SWIFT; • Share purchase/transfer agreement; • Valuation certificate; • Government approval if not under automatic route; board resolution; • FC-GPR/FC-TRS for subsequent remittance. ODI repatriation/disinvestment: • Form FC; • Latest APR; • Transfer agreement; • Buyer confirmation or winding-up order; • Valuation certificate; • Loan agreement; • Board resolution.	Individuals: NIL. Other than individuals: flat ₹300 per payment; plus commission in lieu of exchange if paid in foreign currency.	Routine inward remittance: Same business day if received within market hours with complete documents; otherwise next business day. Personal remittances up to USD 10,000 credited straight through	Scale II/III officer at GTPC Inward Remittance Section. Return of funds where beneficiary does not respond for 7 business days: with concurrence of Scale IV officer of Inward Remittance Section	Scale IV/V Officer at Outward remittance section, GTPC	https://www.canarabank.bank.in/documents/d/guest/framework-for-cross-border-transactions-04112026 And https://www.canarabank.bank.in/documents/d/guest/forex-20service-20charges-20annex-20wef-2002022026
4.B Outward remittances by individuals, incl. FDD and NRO-to-NRE transfer (other than physical imports and ODI)	LRS: • FEMA declaration-cum-undertaking; • Form A-2 cum LRS declaration; • PAN; • Form 145/146 if applicable; supporting documents (fee invoice, medical estimate etc.). NRI/PIO (NRO remittance up to USD 1 mn, current income, sale proceeds of property or securities, refunds): • Application, • Form A2, • Form 145/146 and purpose-specific documents. Foreign nationals (salary, pension, commission, sitting fees, assets, students, unspent INR, NRO balance): • Form A2, • FEMA declaration and purpose-specific documents	₹750 per remittance. From FCNR/RFC/NRE: free of charge (out-of-pocket expenses as applicable). Debit to EEFC/other FC account: plus commission in lieu of exchange.	Routine outward remittance – lodgement and debit: 2 business days from receipt of complete documents. LRS reported to RBI on T+1.	Scale II/III Officer at GTPC approves;	Scale IV Officer at Outward remittance section, GTPC	

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4.C. Outward remittances by entities other than individuals (other than physical imports and ODI)	1. Form A2 with purpose code; 2. FEMA declaration; service agreement / proforma / commercial invoice; 3. Form 145 and Form 146 (CA) where applicable; 4. Purpose-specific documents for donations, consultancy, royalty, freight, advertisement, training, liquidation, office abroad, dividend, buyback, ECB repayment, export-related remittances (agency commission, refund of advance, quality claims) etc..	Flat ₹2,000 per remittance. Debit to EEFC/other FC account: plus commission in lieu of exchange.	Routine outward remittance – lodgement and debit: 2 business days from receipt of complete documents.	• Scale II/III Officer, GTPC. • Export-related remittances: up to 3 years – Compliance Officer, GTPC; ○ beyond 3 years – AGM-TAC; ○ with deviation – DGM-TAC.	• Scale IV Officer at Outward remittance section, GTPC; • AGM / AGM-TAC, GTPC → DGM-TAC, GTPC; • DGM-TAC → GM-TAC, GTPC	

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5. MISCELLANEOUS						
5.A ODI – automatic route (UIN generation)	1. Form FC - Section A to E, as applicable 2. Board Resolution of the Indian Company or Partners' Resolution in case of Partnership Firm/LLP or Approval of trustees in case of a Trust or the governing body or Council or Managing or Executive Committee in case of a Society, as applicable, permitting the investment 3. Latest audited financial statements of the IE 4. Certificate of incorporation/Commercial Register of the foreign entity, as applicable, , as per the guidelines of the host country or host jurisdiction, as the case may be 5. MOA/AOA of the overseas entity, as applicable, as per the guidelines of the host country or host jurisdiction, as the case may be 6. Diagrammatic representation of the organizational structure indicating all the subsidiaries of the IE horizontally and vertically with their stake (direct and indirect) and status (Whether operating company or SPV) 7. Share purchase agreement/Joint Venture Agreement in case of investment in collaboration with a person resident outside India, wherever applicable 8. Valuation Report, in case of investment in an existing foreign entity 9. Copy of the trust deed in case of a Trust or the memorandum of association or rules or bye laws in case of a Society, wherever applicable 10. Copy of approval from the competent authority in India/ host country or host jurisdiction, as the case may be, wherever applicable 11. Indemnity by the seller in favor of the buyer up to such amount and subject to such terms and conditions as may be mutually agreed upon and laid down in the agreement, wherever applicable	₹10,000 if remittance through the Bank; ₹20,000 if through another bank	5 Working Days from the date of submission of complete set of documents	Scale IV Officer, ODI Section	AGM (Scale V Officer). ODI Section	https://www.canarabank.bank.in/documents/d/guest/framework-for-cross-border-transactions-04112026 And https://www.canarabank.bank.in/documents/d/guest/forex-20service-20charges-20annex-20wef-2002022026

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5.B ODI – approval route (UIN generation)	As 5.A, plus RBI approval	₹15,000 (remittance through the Bank only)	5 Working Days from the date of submission of complete set of documents	Reserve Bank of India	–	
5.C ODI – Remittance towards debt by an Indian Entity	1. Form FC - Section A to E 2. Board Resolution of the Indian Company or Partners' Resolution in case of Partnership Firm/LLP or Approval of trustees in case of a Trust or the governing body or Council or Managing or Executive Committee in case of a Society, as applicable, permitting the investment 3. Loan agreement	Rs. 2000/- Rs. 4,000/- if the transaction is routed through other Bank.	3 Business Days from the date of submission of complete set of documents	Scale IV Officer, ODI Section	AGM (Scale V Officer). ODI Section	
5.D FDI – processing of FC-GPR / FC-TRS / LLP-I / LLP-II / ESOP / CN / DRR / DI / InVi	FDI receipt: • FDI declaration; • Investor KYC via SWIFT; • Share purchase/transfer agreement; • Valuation certificate; • Government approval if not automatic route; • Board resolution. Disinvestment/transfer: • Form A2; • Form 145/146; • FC-GPR and FC-TRS; • Board resolution; • Original e-FIRC; • Valuation certificate.	₹10,000; ₹20,000 if the remittance is routed through another bank; additional ₹5,000 if the SMF is approved after two or more rejections for client deficiencies in FIRMS	5 Working Days from the date of submission of complete set of documents	Scale IV Officer, FDI Section	AGM (Scale V Officer). FDI Section	www.canarabank.bank.in/investment-facilities https://www.canarabank.bank.in/documents/d/guest/framework-for-cross-border-transactions-04112026 And https://www.canarabank.bank.in/documents/d/guest/forex-20service-20charges-20annex-20wef-2002022026

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5.E Branch / Liaison / Project Office in India – forwarding FNC to RBI, scrutiny of Annual Activity Certificate, extension of LO validity, closure	1. Closure / winding-up remittance: 2. RBI permission for the office; 3. auditor's certificate; 4. confirmation of no pending legal proceedings; 5. ROC report on compliance. 6. Other activities:	₹4,000 for each activity	5 Working Days from the date of submission of complete set of documents	AGM (Scale V Officer). S&P Section	DGM (Scale VI Officer). S&P Section	https://www.canarabank.bank.in/documents/d/guest/framework-for-cross-border-transactions-04112026 And https://www.canarabank.bank.in/documents/d/guest/forex-20service-20charges-20annex-20wef-2002022026
5.F Opening of Branch Office / deputing representative outside India and remittances	1. Form A2 and FEMA declaration; 2. Form OBR with certificates/undertakings; 3. Auditor-certified sales/income/turnover/net worth for last two years; 4. details of earlier remittances in the year; 5. Audited annual accounts of the office abroad or undertaking. Office maintenance: • CA certificate (UDIN) on 10% / 15% / 25% limits unless paid from EEFC.	On submission of OBR: ₹2,500. Each remittance: 0.25% (min ₹2,500, max ₹10,000).	2 business days from receipt of complete documents	AGM (Scale V Officer). S&P Section	DGM (Scale VI Officer). S&P Section	
5.G ECB – LRN / scrutiny and forwarding of Form ECB to RBI,	1. Form ECB-1 with borrowing schedule; 2. Loan agreement / term sheet; 3. Board resolution; 4. Last audited standalone balance sheet; 5. Other underlying documents.	Automatic Route-₹5,000 Approval Route- ₹10,000	3 Business Days from the date of submission of complete set of documents	AGM (Scale V Officer). S&P Section	DGM (Scale VI Officer). S&P Section	

Abbreviations: GTPC – Global Trade Processing Centre; ITV – Integrated Treasury Vertical; TAC – Transaction Approval Committee; CAC – Credit Approval Committee; RO / CO / HO – Regional / Circle / Head Office; AGM – Assistant General Manager; DGM – Deputy General Manager; GM – General Manager; ED – Executive Director