FRAMEWORK FOR CROSS BORDER TRANSACTIONS

1. DOCUMENTATION

Documentation - Common Principles

All documents submitted shall satisfy the following requirements:

1. Documents shall be legible, valid, duly dated, properly executed and sufficient to establish the nature, purpose and complete particulars of the transaction.
2. The names of the parties, ownership details, currency, amount, relevant dates, invoice or contract documents / references and payment trail shall be consistent and reconcilable across all documents submitted.
3. All documents shall be signed, certified or authenticated, as applicable, by duly authorised persons.
4. The Bank reserves the right to seek such additional information, documents, confirmations or clarifications as may be considered necessary.
5. The transaction wise minimum mandatory documentary requirements are specified.

1.A. OUTWARD REMITTANCE

1.A.1. LIBERALISED REMITTANCE SCHEME (LRS)

Generally, the following documents are required to be submitted:

- FEMA Declaration-cum-undertaking
- Form A-2 cum LRS Declaration.
- PAN
- Form 145 & 146, if applicable.
- Any other supporting documents.
- Branches/Offices may, on a case-to-case basis, obtain such additional documents, information, clarifications, declarations, or evidence as may be considered necessary to their satisfaction for establishing the genuineness, legitimacy, and regulatory compliance of the transaction.

1.A.2. NRI/PIO

Transaction Type	Documentation
Remittance facilities to NRI/PIO from NRO Account (Ceiling of USD 1 Mio)	Application for Transfer of Funds from NRO to NRE Accounts, Form 145 & Form 146, Application for outward from NRO Account, Cheque, Undertaking, Any other document as deemed necessary.
Remittance of Current Income by NRI/PIOs	Form A2, FEMA declaration cum undertaking, Form RCI as per outward manual.

Repatriation of Sale Proceeds of Residential Property purchased by NRI/PIO out of Foreign Exchange	• A letter from the NRI/PIO, requesting to allow repatriation/credit to NRE account, of the sale proceeds to the eligible extent, furnishing full details of original purchase and the present sale of the immovable property (other than agricultural land/from house/ plantation property) and also declaring that the provisions of the foreign exchange law in force at the time of acquisition and in case of residential property, the repatriation of sale proceeds is not sought by him/her for more than 2 such properties. • Form A2 duly signed by the NRI/PIO • Attested copy of Sale Deed pertaining to the acquisition of the property by the NRI/PIO. • Documentary evidence to ascertain/satisfy the amount paid for acquisition of the immovable property in foreign exchange, such as FIRC, Bank Certificate/Statement of account confirming payment from NRE/FCNR account, etc. • Attested copy of the present Sale Deed. • Form 145 & 146
Repatriation of refunds	• A certificate from the concerned bank/branch with whom the NRE/FCNR account is maintained to the effect that the original payment was made by debit to the NRE/FCNR account of the account holder, or • Inward remittance certificate evidencing receipt of funds from abroad directly by the agency concerned/seller. • A declaration from the account holder to the effect that he continues to be a non-resident with his overseas address. • Form A2 duly signed by NRI/PIO where the proceeds are to be repatriated.

	• Receipt issued by private house building agencies for accepting application/ earnest money. • The agreement entered into offering sale of flat/plot or allotment letter issued by private housing agency/seller. • A letter from private housing building agency indicating non-allotment of flat/plot. • A letter from the private house building indicating amount of interest, if any, paid on the application /earnest money.
Repatriation of Sale Proceeds of Securities	• Submission of form 145 & 146. • The shares are sold on recognized stock exchange and the broker's contract note showing the sale price is produced. • Documentary evidence is produced to show that the original investment was permitted on repatriation basis and was made out of funds remitted from abroad in foreign exchange or out of funds held in NRE/FCNR account of the non-resident investor. • Units of mutual funds tendered to mutual funds for repurchased or for payment of the maturity proceeds. • Tendered government securities, treasury bills to RBI for payment of maturity proceeds.
Repatriation of sale proceeds of investment in scheme of domestic mutual fund on repatriable basis	Such remittance is permitted only on production of certificate from mutual fund that the investment was made out of inward remittance from abroad or from funds held in NRE/FCNR account of non-resident investor and on production of form 145 & Form 146.

1.A.3 Foreign Nationals

Transaction type	General Documentation
Remittance of Salary	• Form A2 and FEMA Declaration. • Valid passport/Visa. • Certificate from the employer that income tax chargeable under the IT Act is deducted at source and paid to Govt. account on the entire salary as accrued with the employer.
Remittance of Pension (net of taxes)	• Standing approval of Reserve Bank had been obtained for remittance of pension from his employers in India, at the time of obtaining retirement facility. • Branches should certify on form A-2 that the person to whom the remittance is being made is eligible for remittance facilities and that laid down regulations have been complied with. Wherever specific approval of Reserve Bank has been obtained, the number and date of approval should also be cited.
Refund of Income Tax	• Remittances are allowed representing refund of income tax to persons eligible to receive current income from India as per the guidelines, after verifying the original assessment order and the amount retained for payment of tax from the amount originally remitted.
Remittance of Commission, Remuneration, etc.	• Form A-2 and FEMA Declaration. • Certified copy of audited balance sheet. • Work sheet duly certified by a chartered accountant indicating how the remittable amount has been arrived at. • Any other documents relating to the remittance.

	QUANTUM REMITTABLE: As indicated in the work sheet, net of tax.
Sitting Fee to Non-Resident Director	• Form A2, • FEMA Declaration, together with a certificate issued by the company concerned confirming payment of sitting fees.
Short-Term Engagement of Foreign Nationals by Indian Firms/ Companies	• Form A-2 and FEMA Declaration. • Form EFT • Receipt for payment of cess. • Copy of the Contract/Agreement.
Remittance of Assets held in India by Foreign Nationals	• Form A-2 and FEMA Declaration • Documentary evidence in support of acquisition of assets by the remitter by inheritance /legacy. • Declaration from the remitter that the total amount remitted during the financial year including the present remittance does not exceed USD 1,000,000 or its equivalent.
Repatriation facilities to Foreign Students/Trainees	• Form A-2 and FEMA Declaration • Documentary evidence in respect of credits received from other banks/ scholarships/stipend, etc. • Documentary evidence for completion of studies/training.
Re-conversion of Unspent Indian Currency	• Form A-2 and FEMA Declaration. • Valid Passport and Visa. • Confirmed ticket for departure within 7 days. • Original ATM slip (to be verified with the original debit/credit card).

Remittance of Balance in the NRO Account of Foreign Tourists	• Form A-2 and FEMA Declaration. • The balance in the NRO account may be converted into foreign currency for payment to the account holder at the time of his departure from India provided the account has been maintained for a period not exceeding six months and the account has not been credited with any local funds, other than interest accrued thereon

1.A.4 TOUR OPERATORS / TRAVEL AGENTS / HOTELS / ORGANISATION

Application for remittance of the net collections to the overseas agent(s)/tour operator/hotel/principal(s) should be made to the concerned branch together with the following particulars/documents:

- Form A-2 and FEMA Declaration.
- Certified copy of the agency agreement.
- Original invoice/rate card received from the foreign agent/tour operator/hotel/organization.
- Statement showing the total cost of passes/tickets or hotel accommodation or pre-paid telephone cards collected in Indian rupees and in foreign currency. Total numbers of Indian travellers and total amount for each facility should be shown separately and paid in rupees and in foreign currency, traveller-wise.
- Amount of commission/mark up and other charges of the Indian agent deducted.
- Amount of refunds if any, allowed in rupees.
- Net amount remitted.
- Details of advance payment, if any, availed of and adjustment made before allowing remittance.
- Amount collected in foreign exchange for passes/tickets and hotel accommodation, deposited in foreign currency account (duly permitted by Reserve Bank).
- Documentary evidence for collection in rupees from non-residents.

1.A.5. OTHER THAN INDIVIDUALS

Transaction Type	General Documentation
Donation for specific purposes	• Application. • Form A2 and FEMA Declaration.

	• Details of foreign exchange earnings during the previous 3 financial years duly Certified by a Chartered Accountant. • Brief reports on the educational/technical institution, with supporting documents.
Commission to Agents abroad for sale of Residential Flats/Commercial Plots in India	• Form A-2 and FEMA Declaration. • Letter from the applicant indicating name, address, nationality of the agent abroad along with a copy of agency agreement and sale deed of the residential flat/commercial plot. • FIRC indicating the amount of inward remittance received toward sale proceeds.
Consultancy Service procured from abroad for Projects	• Form A-2 and FEMA Declaration. • Original invoice from the overseas company indicating the nature of services rendered. • Certified copy of contract specifying the terms of payment. • Confirmation from the applicant company that the relative study report has been received by them.
Consultancy Service procured from abroad for executing infrastructure projects	• Form A-2 and FEMA Declaration. • Original invoice from the overseas company indicating the nature of services rendered. • Certified copy of contract specifying the terms of payment. • Confirmation from the applicant company that the relative study report has been received by them.
Remittance towards reimbursement of Pre-incorporation expenses	• Form A-2 and FEMA Declaration. • Certificate from statutory auditors giving details of pre-incorporation expenses incurred in India by the foreign entity. • Application from the Indian entity for remittance of pre-incorporation expenses

	along with invoice/demand letter from the overseas entity. • A declaration from the Indian entity to the effect that the reimbursement towards pre-incorporation expenses does not exceed 5% of the foreign investment brought into India or USD 100,000 whichever is higher. • Application if the actual pre-incorporation expenses incurred by the foreign entity is less than USD 100,000, in such cases, reimbursement of pre-incorporation expenses should not exceed the amount actually incurred.
Payment of Fees in foreign currency to Embassy Affiliated Educational Institutions	• Form A-2 and FEMA declaration • Demand notice from the School/Institution demanding fees in foreign currency • Letter from Foreign Embassy that the said School/Educational Institution is managed by them or a proof to that effect.
Global Bids in foreign currency for projects to be executed in India	• Form A2 and FEMA Declaration • Board Resolution • Bid Notice • Letter of Acceptance of the Bid • Contract copy
Use/Purchase of Trademark/Franchise in India	• Form A2 and FEMA declaration • Agreement copy/Invoice/Contract Copy
Remittances to overseas universities/Institutions under educational tie-up arrangements	• Form A-2 and FEMA declaration; • Certificate from the Chartered Accountant certifying that: o The remittances being made are in accordance with the Franchise Agreement between the parties; and o All applicable taxes are paid.

Royalty on reproduction of audio software	• Form MRR • Form A-2 and FEMA Declaration • Certified copy of agreement • If the royalty exceeds 20%, specific approval from the Department of Electronics, Government of India, New Delhi, should be obtained. However, such approval is not required if the remittance is made out of funds held in the party's EEFC accounts.
Royalty on computer software imports	• Form SRT • Form A-2 and FEMA Declaration • Certified copy of agreement
Royalty on Books	• Form BRT • Form A-2 and FEMA Declaration
Royalty payment under technical collaboration agreements	• Form A-2 and FEMA Declaration. • Technical collaboration agreement.
Freight to airline/shipping companies operating in India	• Form A-2 and FEMA Declaration • Invoice/Bill from Airline/Shipping company • Copy of Airway Bill/Bill of Lading
Maintenance/Annual service charges for imported machinery/ software	• Form A-2 and FEMA Declaration • Original Invoice from the Overseas Company indicating the amount of charges, nature of services rendered and description of machinery/ equipment/ software imported. • Copy of the relative contract/agreement specifying the terms of payment and providing maintenance/ servicing of imported machinery/software.
Registration charges for patents/ Trade marks	• Form A2 and FEMA Declaration

	• Invoice or other documentary evidence from the overseas registering authorities indicating charges payable for registration or renewal of registration of Patent/ Trade Mark.
Consular fees and other consular collections	Form A-2 and FEMA Declaration. (Obtention of certificate from an Accountant/certificate from Assessing officer in form 146, while effecting remittances of consular receipts on behalf of Diplomatic mission in India, is waived).
Fees for ISO certification	• Form A-2 and FEMA Declaration • Invoice from the overseas-accredited agency indicating details of product(s) and the fees payable for ISO certification.
Acquiring prototypes developed abroad	• Form A-2 and FEMA Declaration. • Original invoice from overseas company indicating supply of Prototypes • Copy of agreement entered with the seller and/or correspondence exchanged with the seller. • Confirmation from the remitter about the receipt of prototype.
Electronic data-base costs	• Form A-2 and FEMA Declaration • Invoice or debit notes from the overseas data base centers.
Advertisements in print media/radio abroad and on internet	• Form A-2 and FEMA Declaration • Invoice / bill from the overseas publisher/company • Clippings of the advertisements, wherever applicable
Advertisement in overseas TV Media	• Form A-2 and FEMA Declaration • Invoice from the Foreign Television company

	• A certificate from a Chartered Accountant certifying that the advertisement for which foreign exchange is being remitted will be broadcast by the foreign television company in foreign countries and not in India alone.
Training/coaching expenses for sports activities	• Form A-2 and FEMA Declaration • For undertaking training abroad: ○ Letter giving particulars such as name, address of the applicant, country, period and nature of training in sport activity proposed to be undertaken. ○ Letter of invitation/offer from the overseas party indicating inter-alia, the nature of sport activity and quantum of exchange required. • For engagement of overseas coaches/trainers: ○ Original contract/agreement/correspondence with overseas coaches/ trainers with two certified copies thereof. ○ Original invoice from the overseas party with two certified copies thereof.
Prize, sponsorship money for sports	• Form A-2 and FEMA Declaration. • Letter from the applicant giving particulars of nature of sport activity, name and address of overseas party/Indian sponsorer and amount of foreign exchange required. • Letter of offer or Memorandum of Understanding or Agreement entered into for the relevant sport activity and exchange required.
Holding international conferences/seminars/training programmes in India.	• Form A-2 and FEMA Declaration. • Request Letter for Remittance.

	• Original plus Certified Copy of the approval of the concerned administrative ministry of the Government of India for holding such Conferences/ Seminars/ Training in India. • Approval in original with a certified copy from the Ministry of Home Affairs and Ministry of External Affairs of Government of India in case of participation of foreign delegates is involved.
Remittances to overseas consultancy organisations for conducting feasibility/pre-feasibility studies for projects to be set up abroad by indian companies in respect of their proposed joint venture/wholly owned subsidiary abroad:	• Form A-2 and FEMA Declaration. • Certified copy of contract specifying the terms of payment. • Invoice from the overseas consultancy organization indicating the nature of and charges for the feasibility study. • A declaration from the applicant that the assignment for which payment is being made has been completed.
Remittances towards architectural/consultancy services provided by foreign architects	• Form A-2 and FEMA Declaration. • Original invoice from the overseas company indicating the nature of services rendered. • Certified copy of contract specifying the terms of payment.
Remittances to foreign courier companies	• Form A-2 and FEMA Declaration. • Statement in form RCC • Certificate from Chartered Accountant/Auditor that the amount applied for remittance has been checked with reference to invoices received from overseas company and invoices raised by the Indian company and applicable rates and the amount applied for remittance has been found correct. • Chartered Accountant's certificate giving details of all receivables from overseas counterparts.

Remittance of cost of news features, photos, cartoons, etc. by indian newspapers/periodicals, etc.:	• Form A-2 and FEMA Declaration. • Invoice from the overseas news agency. • Letter of approval issued by I & B Ministry, Govt. of India, a copy of which is to be retained on record for verification by Internal Auditors and RBI Inspectors. • A copy of relevant contract with overseas company.
Commission to overseas agents on securing advertisements from abroad for indian newspapers/periodicals	• Form A-2 and FEMA Declaration. • Related Agreement entered between the Newspapers/Periodicals Company and the Overseas Agents for securing advertisements, the terms and conditions laid therein. • Bank Certificate/FIRC showing repatriation of tariff earned in Foreign Exchange on account of these advertisements secured by the Overseas Agents to them.
Remittance of magazine subscription collected by recognised agents	• Form A-2 and FEMA Declaration. • Documentary evidence viz. invoices from overseas publishers, price lists, agreement between publishers and Indian agents, etc. • A statement showing how the remittable amount has been arrived at net of commission, handling charges, etc. • A declaration from the applicant that he has not remitted the cost of the magazines/periodicals separately through any other Authorized dealer. • List of names & addresses of magazine subscribers.
Remittances by Companies/entities (liquidation)	• Form A2 and FEMA declaration. • Auditor's certificate confirming that all liabilities in India have been either fully paid or adequately provided for.

	• Auditor's certificate to the effect that the winding up is in accordance with the provisions of the Companies Act, 1956. • In case of winding up otherwise than by a court, an auditor's certificate to the effect that there are no legal proceedings pending in any court in India against the applicant or the company under liquidation and there is no legal impediment in permitting the remittance.
Remittance towards setting up of Branch/Office (Trading / Non-Trading) or posting of representative outside India	• Form A2 and FEMA Declaration. • Application in form 'OBR', containing inter alia the certificates/undertakings by the applicant. • Details of annual sales/income/turnover/net-worth of the Indian entity during the last two accounting years, duly certified by the Auditors. • Details of remittances already made, if any, during the current accounting year to all such overseas branches/offices/ representatives of the Indian entity, through our bank as well as through any other bank/s. • Annual Statement of Accounts duly certified by Statutory Auditors in respect of offices abroad (if already existing) or Undertaking Letter to submit the same every year.
Remittances/Winding up proceeds of Branch/Liaison Office	• A copy of the Reserve Bank's permission for establishing the branch/office in India. • Auditor's certificate with detailed confirmations. • Confirmation from the applicant that no legal proceedings are pending in any Court in India and there is no legal impediment to the remittance.

	• A report from the Registrar of Companies regarding compliance with the provisions of the Companies Act, 2013, in case of winding up of the office in India.
Remittance of hiring charges of transponders	• Form A2 and FEMA declaration. • Invoice/Hiring agreement. • Approval of Information & Broadcasting and Ministry of Communication & Information Technology.
Remittance by Indian courts in connection with execution of commission/letters of request	• Form A2 and FEMA declaration. • Court order indicating the amount of remittance.
Remittance of alimony	• Form A2 and FEMA declaration. • Court order indicating the amount of alimony.
Remittance of lease/rental charges for hiring web-space from foreign web servers and E-mail service providers	• Form A2 and FEMA declaration • Invoice from overseas beneficiary and an Undertaking from the remitter and a certificate from the Chartered accountant regarding payment of Income tax.
Remittance of sale proceeds of imported cars sold by foreign diplomats/missions to State Trading Corporation of (STC)	• Form A2 and FEMA declaration • Letter from STC in support of the sale price of car.
Remittance of sale proceeds of imported cars sold by diplomats/ missions in India to another diplomat.	• Form A2 and FEMA declaration. • Documentary evidence in support of the sale price of car • Documentary evidence to show that the payment by the purchaser was made out of funds brought from abroad in free foreign exchange.
Remittance of net amount of bonus to Indian employees posted abroad by Indian firms/companies	• Form A2 and FEMA declaration. • Documentary evidence in support of remittable amount.
Undertaking travel for business purpose or attending an	• Form A2 and FEMA declaration.

international conference or seminar or specialised training, apprentice training etc., where the expenses are borne by the firms/companies/organizations in india	• Copy of passport. • Letter from the sponsoring firm/company/organization indicating name, address, nationality, passport number of the traveller, duration and nature of visit to each country, exchange required and certifying that the expenses are being borne by them. • Documentary evidence like invitation for attending conference or specialized training or the brochure giving full particulars of the Conference / Seminar shall also be submitted along with the application.
Journalists deputed on short-term assignments abroad by newspapers/journals	• Form A2 and FEMA Declaration. • Copy of passport. • Letter from the sponsoring firm/company/organization indicating name, address, nationality, passport number of the traveller, duration and nature of visit to each country, exchange required and certifying that the expenses are being borne by them. • Documentary evidence like invitation for attending conference or specialized training OR the brochure giving full particulars of the Conference / Seminar shall also be submitted along with the application.
Specialised training/study tour sponsored by institutions for professionals like doctors:	• Form A2 and FEMA Declaration. • Copy of passport. • Letter from the sponsoring organization indicating the name, address, nationality, passport number of the traveller, the details of training/ study tour, country to be visited and exchange required. • A letter from the overseas institution/s agreeing to provide necessary facilities for the training / study tour.
Apprenticeship training under a foreign collaboration	• Form A2 and FEMA Declaration.

agreement etc. of persons employed in a manufacturing concern	• Copy of passport. • Letter from the sponsoring organization indicating name, address, nationality, passport number of the trainee, the details of training and exchange required. • A letter from the overseas organization indicating the facilities for the training
Hedging of Commodity Price Risk in Overseas market*	• Form A2/Guarantee Application; • Copy of Risk Management Policy approved by the Management covering: a) Risk identification; b) Risk measurements; c) Guidelines and revaluation and/or monitoring of positions; d) Names and designations of the officials authorised to undertake transactions and limits; Invoice/Demand from Overseas Counterparty; • Form 145 & Form 146; • Application (circular IC/353/2024 dated 25.04.2024) • FEMA Declaration cum understanding. *These documents are to be submitted to Systems and Procedures Section, ITV.
Buyback of Shares/ Purchase of shares of Indian Company from Foreign Entity or Individuals/ (original investment under FDI)	• Initial FDI approval copy of RBI or other regulatory authority to be obtained for the original investment under FDI. If the FDI is under Direct Route then ascertain the same. • FC-GPR form filed for initial FDI. • Board resolution • MOU/share purchase agreement/intent letter signed between the seller (Foreign investor) and purchaser • Latest Share Valuation report

	• Declaration on company's letter head for reporting to RBI about transfer of shares from foreign entity to Indian entity (through FC-TRS) within stipulated timeline once the payment is made or the shares transferred as per company's record whichever is first. • Form 145/146 (with UDIN) • Form A2 • FEMA declaration
Dividend Payment	• Initial FDI approval copy of RBI or other regulatory authority to be obtained for the original investment under FDI. If the FDI is under Direct Route then ascertain the same. • FC-GPR form filed for initial FDI. • Board resolution declaring the dividend amount. • Copy of RCD 1 and RCD 2 certificates filed by the company. • Form 145/146 with UDIN • Form A2
Remittance towards Office Maintenance Abroad	• In case of recurring office/branch expenses, if the payment is to be made from remitter's CASA/OD account (INR account), then a certificate from Chartered Accountant (with UDIN)is required where it should be stated that -The remittance amount towards office maintenance (including the earlier remittances, if any, made in the running Financial Year for office maintenance) does not exceed to 10% of the average annual sales/income or turnover during last two financial years.

	• In case of initial remittance i.e. remittance being made for the first time by the entity towards office maintenance, then the quantum of remittance is 15% of the average annual sales/income or turnover during last two financial years or up to 25% of the net worth whichever is higher. • The above mentioned Chartered Accountant certificate is not required if the remittances are made out of funds held in EEFC account of the Indian entity. • FEMA declaration • Party's covering letter
Project Exports	• Form A2 and FEMA Declaration • Sanction letter from the Competent Authority for Project Export. • Form 145/146 • DPX 2
Remittances in connection with Exports- Agency Commission	• Form A2 and FEMA Declaration and Annexure 35 in export manual. • Shipping Bills. Amount of commission has been declared on EDF/SOFTEX form and accepted by Customs authorities. • In cases where the commission has not been declared on EDF/SOFTEX form, remittance thereof may be allowed after satisfying about the reasons adduced by the exporter for not declaring commission on Export Declaration Form, provided a valid agreement/written understanding between the exporter and the overseas agent/beneficiary concerned for payment of commission subsists.

	• The relative shipment has already been made. • If agency commission is more than 12.50%, Amount exceeding this limit should be deducted from the f.o.b. value for granting export benefits under Drawback/DEPB/Advance Licenses /DFRC Schemes.
Remittances in connection with Exports-Refund of Advance payment	• In the event the exporter is unable to export either partly or fully within one year, no amount shall be refunded after expiry of the said period of one year, without prior approval of RBI. • Further, in respect of advance payments, where shipment is expected to take place after one year from the date of receipt of advance payment (as per the export manual Exports General (updated till 31.03.2024) 192 export agreement), any refund of unutilized portion of advance remittance should be with prior permission of RBI. • A Chartered Accountant's Certificate that the amount is still outstanding in the books of the Exporter and has not been adjusted in any manner, • Draft Application for remittance of Export Claims. • Original Proforma Invoice along with contract/ deal copy against which the advance payment was received and Inward remittance details • IRM for inward remittance should be outstanding • Form A2 • Company covering letter outlining the details of payment.

	• Demand letter/ Debit Note/ Invoice from beneficiary
Remittances in connection with Exports- Quality Claims	• Form A2 and FEMA Declaration. • Draft Application for remittance of Export Claims. • Exporters should surrender proportionate export incentives availed, if any, against the relevant. • exports and documents evidencing surrender of incentive may be called for • IRM/ inward remittance details for the payment received against the said export. • Corresponding shipping bill and invoice copy for the export done.

Trade Related Remittances

1. Import Advance Payment (Goods & Services)

- Customer request with FEMA declarations;
- Underlying / supporting documents - import contract / agreement / firm irrevocable purchase order / proforma invoice;
- Standby Letter of Credit (SBLC) or bank guarantee where required (if the transaction amount exceeds the threshold prescribed by the Bank / Regulator).
- Any additional document as per regulatory / commercial requirement.

The Bank may obtain an opinion report on the supplier from a credit rating agency depending upon the transaction amount and risk assessment.

2. Import payment

- Request Letter for making import Bill Payment and Payment Instruction Details of Beneficiary.
- commercial invoice
- transport document
- bill of entry (for goods)/Evidence of service received (for services)
- import licence if the goods are restricted.

- Packing list, cargo insurance certificate, certificate of origin and inspection certificate certifying quality and quantity of goods, wherever applicable.
- Any additional document as per regulatory / commercial requirement

3. Direct import Bills Payment

- Request Letter for making import Bill Payment and Payment Instruction Details of Beneficiary.
- Copy Commercial invoice from the Overseas Supplier.
- transport document.
- bill of entry.
- Packing list, cargo insurance certificate, certificate of origin and inspection certificate certifying quality and quantity of goods, wherever applicable.
- Latest Credit Report of Overseas Supplier on case-to-case basis.
- Any additional document as per regulatory / commercial requirement

Documents Required for FDI/ODI

1.Foreign Direct Investment (Disinvestment / Transfer)

- Customer request with FEMA declarations.
- Form A2.
- Form 145 / 146 as applicable.
- Form FC-GPR and Form FC-TRS.
- Copy of Board Resolution of the Indian entity (where applicable).
- Original inward remittance proof (e-FIRC) showing that the capital originally came into India.
- Valuation certificate (if disinvesting or transferring shares).
- Any other underlying documents as per the nature of the remittance.

2. Overseas Direct Investment (ODI)

- Customer request with FEMA declarations.
- Form A2.
- Copy of Board Resolution of the Indian entity.
- Form FC (as prescribed in the Master Direction - Reporting under FEMA).
- Copy of latest Annual Performance Report (APR) along with Balance Sheet of the JV / WOS (for subsequent remittance).
- Valuation certificate (if subsequent investment is by way of equity).
- Loan Agreement (if subsequent investment is by way of debt).
- Any other underlying documents as per the nature of the remittance.

Note: The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements. Branches/Offices may ask for additional or necessary documents to their satisfaction in order to establish genuineness of transaction on case-to-case basis.

1.B. INWARD REMITTANCE

Export Advance Remittance (Goods & Services)

- Customer request with FEMA declarations;
- Disposal instruction
- Underlying / supporting documents - export contract / agreement / purchase order / proforma invoice.
- Any additional document as per regulatory / commercial requirement

Realisation of export bills sent on collection.

- Customer request with FEMA declarations
- Disposal Instruction
- Commercial Invoice
- Copy of Transport documents (Bill Of Lading/ Airway Bill/ Courier receipt)
- EDF / Shipping Bill
- Insurance Copy if applicable.
- Any additional document as per regulatory / commercial requirement

Other Inward Remittance

- Customer request with FEMA declarations.
- Disposal instruction
- Underlying / supporting documents, wherever applicable.
- Any additional document as per regulatory / commercial requirement

Foreign Direct Investment (FDI)

1. Customer request with FEMA declarations;
2. FDI Declaration;
3. KYC details of Investor / remitter from their Bank through SWIFT
4. Share Purchase or Transfer Agreement;
5. Valuation Certificate;
6. Government approval, if investment not covered under automatic route;
7. Board resolution of Indian Entity approving investment;
8. FORM FC-GPR / FC-TRS (if subsequent remittance).
9. Any other underlying documents as per the nature of the remittance.

Overseas Direct Investment (ODI)

1. Customer request with FEMA declarations;
2. Form FC;
3. Latest APR;
4. Share Purchase or Transfer Agreement;
5. Buyer confirmation, or liquidation/winding-up orders;
6. Valuation Certificate (if applicable);
7. Copy of Loan Agreement (if applicable);
8. Board resolution of Indian Entity approving the repatriation or disinvestment.
9. Any other underlying documents as per the nature of the remittance.

Note: The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements. Branches/Offices may ask for additional or necessary documents to their satisfaction in order to establish genuineness of transaction on case-to-case basis.

1.C. External Commercial Borrowings (ECB)

a) Availing ECB –

1. Form ECB 1 along with borrowing schedule.
2. Loan agreement / term sheet mentioning details of loan.
3. Board resolution
4. Last audited standalone balance sheet of the borrower.
5. Other underlying documents as applicable.

b) Repayment of ECB–

1. Declaration from Customer.
2. LRN letter
3. Form A2.
4. Other underlying documents as applicable

Note: The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements. Branches/Offices may ask for additional or necessary documents to their satisfaction in order to establish genuineness of transaction on case-to-case basis.

2. PROCESS FLOW

2.1 INWARD REMITTANCES

INWARD REMITTANCE FLOWCHART
UPTO USD 10,000 OR EQUIVALENT - PERSONAL REMITTANCE

XMM TEAM

- Receipt of SWIFT message in pacs.008 format from correspondent bank through XMM.
- Perform sanctions screening and AML checks on all transactions.
- Receipt of Nostro Pass-Sheet from Nostro Banks through Nostro Reconciliation Section, Treasury.
- Match the incoming swift message with Nostro Pass-sheet.
- Send mails to customer as well as branches for information purpose.
- Send SMS to the customer through Online Banking Technology SMS Section, Digital Banking Services Vertical.

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COMPLIANCE TEAM

- Identifying the purpose code based on narration mentioned in swift copy

▼

RETAD TEAM

- Take the appropriate exchange rate as per FEDAI guidelines and the bank's internal rate card for conversion of foreign currency to Indian Rupees with our Merchant Dealers, at Treasury Vertical.

▼

ACCOUNTING TEAM

- The transactions are completed through STP via XMM package.
- Apply the appropriate exchange rate as per FEDAI guidelines and the bank's internal rate card for conversion of foreign currency to Indian Rupees with our Merchant Dealer team, Treasury or apply Forward contract/ Tele-Quote rate taken by customer.
- Credit the beneficiary's account immediately.

केनरा बैंक Canara Bank

भारत सरकार का उपक्रम A Government of India Undertaking

सिंडिकेट Syndicate

INWARD REMITTANCE FLOWCHART
MORE THAN USD 10,000 OR EQUIVALENT PERSONAL REMITTANCE

XMM TEAM

- Receipt of SWIFT message in pacs.008 format from correspondent bank through XMM.
- Perform sanctions screening and AML checks on all transactions.
- Receipt of Nostro Pass-Sheet from Nostro Banks through Nostro Reconciliation Section, Treasury.
- Match the incoming swift message with Nostro Pass-sheet.
- Send mails to customer as well as branches for providing disposal instructions.
- Send SMS to the customer through Online Banking Technology SMS Section, Digital Banking Services Vertical.

▼

COMPLIANCE TEAM

- On receipt of disposal instruction from the branch/customer, verify all required documents as per bank guidelines.
- Identifying the purpose code based on narration mentioned in swift copy, and documents provided by the customer.
- Note down the instruction given by the customer/branch on Exchange Rate i.e. Rate to be taken/Tele-Quote to be Taken/Forward to be utilized etc.

▼

RETAD TEAM

- Take the appropriate exchange rate as per FEDAI guidelines and the bank's internal rate card for conversion of foreign currency to Indian Rupees with our Merchant Dealers, at Treasury Vertical or Tele-Quote rate taken by customer.

▼

ACCOUNTING TEAM

- As per disposal instructions provided by Compliance Team, Accounting Team will credit the Inward remittance to respective customer's NRE/NRO/RFC SB/Savings Account or Branch GL 209272480 for creation of FCNR/RFC deposit at Branch Level.

- Apply the appropriate exchange rate as per FEDAI guidelines and the bank's internal rate card for conversion of foreign currency to Indian Rupees with our Merchant Dealer team, Treasury or apply Forward contract/ Tele-Quote rate taken by customer.
- Credit the beneficiary's account immediately after receipt of disposal instruction.

FOLLOW UP TEAM

- Follow team sending reminders to the branch/customers on daily basis.
- If the beneficiary is not responding to the disposal instruction mail/call for 07 business days, Inward Remittance Section may return the funds back to the remitter with concurrence of Overseeing Executive of Inward Remittance.

INWARD REMITTANCE FLOWCHART
TRADE REMITTANCES

XMM TEAM

- Receipt of SWIFT message in pacs.008 format from correspondent bank through XMM.
- Perform sanctions screening and AML checks on all transactions.
- Receipt of Nostro Pass-Sheet from Nostro Banks through Nostro Reconciliation Section, Treasury.
- Match the incoming swift message with Nostro Pass-sheet.
- Send mails to customer as well as branches for providing disposal instructions.
- Send SMS to the customer through Online Banking Technology SMS Section, Digital Banking Services Vertical.

COMPLIANCE TEAM

- On receipt of disposal instruction from the branch/customer, verify all required documents as per bank guidelines.
- Identifying the purpose code based on narration mentioned in swift copy, and documents provided by the customer.
- Screen all parties involved in the inward remittance (remitter, beneficiary, correspondent bank, country, port, goods) against international sanctions lists.
- Note down the instruction given by the customer/branch on Exchange Rate i.e. Rate to be taken/Tele-Quote to be Taken/Forward to be utilized etc.

RETAD TEAM

- Take the appropriate exchange rate as per FEDAI guidelines and the bank's internal rate card for conversion of foreign currency to Indian Rupees with our Merchant Dealers, at Treasury Vertical or Tele-Quote rate taken by customer.

ACCOUNTING TEAM

- As per disposal instructions provided by compliance team, Accounting Team will credit the Inward remittance to respective customer's Current Account/CC/OD/PCFC/PCRS/EEFC/Discounted Export Bill.
- If disposal instruction is relate to Export Bill realization, Accounting Team will realize the Bills on collection basis or Bill Discounting and credit the same as per instruction received from customer.
- Apply the appropriate exchange rate as per FEDAI guidelines and the bank's internal rate card for conversion of foreign currency to Indian Rupees with our Merchant Dealer team, Treasury or apply Forward contract/ Tele-Quote rate taken by customer.
- Credit the beneficiary's account immediately after receipt of disposal.

FOLLOW UP TEAM

- Follow team send reminders to the branch/customers on daily basis.

RETURN OF FUNDS

- If the beneficiary is not responding to the disposal instruction mail/call for 07 business days, Inward Remittance Section may return the funds back to the remitter with concurrence of Overseeing Executive of Inward Remittance.

HANDLING OF TRANSACTION WITHOUT FULL INFORMATION

- Cases where, beneficiary account details are not correct, pass sheets not available for the same, customer name mismatch with swift messages and CBS details. Inward Remittance Section will intimate these cases to Investigation Section at GTPC Vertical. Investigation Section is triggering Swift message to the concerned foreign banks/correspondent banks to obtain the complete beneficiary information, transaction details, remitter particulars, and any other information required for reconciliation of the transaction. Once the full information about the transaction, the transaction is completed after the compliance. If, complete information is not received, Inward Remittance may return the fund to the remitter after the time mentioned in Swift Message.

2.2 OUTWARD REMITTANCES

CUSTOMER

A | LRS Payments To ensure • Valid PAN is available and linked to bank account • Completion of Form A2 in all respects including purpose code & signatures (e.g. S0305 Education | S1301 Family Maintenance) • Declaration of cumulative remittance ≤ USD 2,50,000 / FY • Maintenance of funds for TCS • Submission of supporting docs for executing the transactions (fee invoices, medical estimates, immigration letters etc)	B | Non-LRS Payments To ensure • Completion & signing Form for remittance from NRO/NRE accounts •Supporting Document evidencing source of funds in case of NRO • To Provide Income Tax Form 145 (self-declaration) in case of NRO & Form 146 from CA (if applicable) C | Service / Commercial Payments To ensure • Completion & signing Form A2 with correct purpose code • Submission of Service Agreement / Proforma / Commercial Invoice • To Provide Income Tax Form 145 (self-declaration) • To Provide Form 146 from CA (if applicable) • To provide Any other documents related to the transaction

Customer submits request to Branch/ or Via Fx4U online portal (Directly forwarded to GTPC)

BRANCH (MAKER / CHECKER)

1 **MAKER — Scan & Upload Documents in DMS**

Scan all documents submitted by the customer

Enter transaction details into DMS and upload scanned documents while saving the contract

Ensure availability of funds in the operative account of the customer (linked to Customer ID)

If rate obtained from Dealing Room — note in DMS Remarks column

If customer has better-rate facility — note in DMS Remarks column

2 CHECKER — Verify & Authorise in DMS

Officer / Manager verifies all details entered in DMS

Confirms all required documents are correctly scanned and uploaded

Authorises transaction — data flows automatically to GTPC for further processing

Approved transactions/Fx4U transactions forwarded to GTPC

GTPC COMPLIANCE TEAM

LRS Compliance

- Vet LRS applications from regulatory perspective
- Verify all mandatory details, purpose codes & docs
- Access CIMS-FRBS portal of RBI to verify cumulative LRS utilisation is within USD 2,50,000 / FY limit
- Confirm TCS slab applicability
- If any clarifications are required mail sent to branch/customer

Non-LRS Compliance

- Vet Non-LRS applications from regulatory perspective
- Verify 145/146, invoices and all supporting docs
- Ensure correct FETERS purpose code is selected
- Confirm income tax withholding obligations
- Check FDI / ECB regulatory approvals where applicable
- If any clarifications are required mail sent to branch/customer

◆ Transaction Approved in Compliance at GTPC

✗ NO — Rejection Path

- Rejection reason noted in DMS Remarks column
- Branch rectifies the deficiency at the earliest
- Re-submits corrected transaction to GTPC via DMS

✓ YES — Passes to GTPC Accounting team

- Transaction passes to GTPC Accounting team for entering the details in CBS

GTPC ACCOUNTING TEAM

1 Merchant Rate Booking (RETAD)

Book online exchange rate in RETAD package
Convert INR funds to Foreign Currency (FCY) as per instructions in Form A2
Telequotes, if any are booked.

2 TCS Marking & Collection

Mark and collect Tax Collected at Source (TCS) for LRS transactions as per latest HO guidelines
TCS collected during the month remitted to HO ET&T Section before 7th of the succeeding month

3 Accounting Entry (FCC / CBS) & Authorisation

Accounting team books transaction in FCC (CBS) package
Customer account debited — INR equivalent @ contracted rate PLUS applicable charges
Corresponding credit posted to Nostro GL to effect the outward remittance
Any specific compliance remarks are taken cognizance of before posting the entry

CBS entry triggers SWIFT transmission

XMM TEAM | SWIFT TRANSMISSION

XMM Team — SWIFT Transmission
XMM team (separate from LRS/Non-LRS Processing section) facilitates SWIFT transmission of all approved remittances
SWIFT messages routed through Intermediary / Correspondent / Beneficiary Banks
Investigation Team (separate) at GTPC handles all subsequent SWIFT correspondences linked to these remittances

Transaction completed — Reporting cycle begins

REGULATORY REPORTING TEAM (RBI/IT)

LRS Reporting to RBI (Daily — T+1)	15CC Quarterly Reporting to IT Department
• Transaction-wise LRS data reported on T+1 basis • Submitted via SAS ADF Portal (Final submission by S&P AUL Manipal) • Deadline: close of business of next working day	• Form 145 obtained by branches compiled quarterly • Reported in Form 15CC every quarter • Submission deadline: before 15th of next quarter • Forwarded to ET&T Section, HO for onward reporting to the Income Tax Department

TRANSACTION COMPLETE — FUNDS REMITTED TO BENEFICIARY BANK ABROAD

FOLLOWUP TEAM

Follow-Up Team (separate) at GTPC handles all subsequent SWIFT correspondences linked to these remittances.
Follow-up with Correspondent banks in case of non-receipt of Funds by beneficiary.

3. FOREX SERVICE CHARGES

Remitter/Beneficiary can access Forex Service Charges related to Cross Border Remittances through the given link on Canara Bank's Corporate Website: https://www.canarabank.bank.in/documents/d/guest/forex-service-charges

4. TIMELINES FOR PROCESSING REMITTANCES

The processing timelines, reckoned from the date on which the documents are complete, any queries raised by the Bank are appropriately responded to, and any required third-party confirmation/regulatory requirements is complied, are as follows:

Category of Transactions	Processing Timeline
Routine inward remittance – lodgement and credit	Same business day, if received within market hours with complete documents or next business day, if received after market hours subject to submission of complete documents.
Routine outward remittance – lodgement and debit	2 business days from receipt of complete documents
Export bill lodgement	2 business days from receipt of complete documents
Import bill lodgement	2 business days from receipt of complete documents
Export realisation – credit and EDPMS update	2 business days from receipt of complete documents
Import payment – debit and IDPMS update	2 business days from receipt of complete documents

Advance remittance for imports — standard	2 business days from receipt of complete documents
MTT outward or inward remittance lodgement and update	2 business days from receipt of complete documents
Third-party receipt or payment — standard	3 business days from receipt of complete documents
Set-off — standard	3 business days from receipt of complete documents

For the purpose of Foreign Exchange business, Saturday and other forex holidays will not be treated as a business day.

5. ESCALATION MATRIX / GRIEVANCE REDRESSAL MECHANISM

Grievance Redressal Mechanism can be accessed through Bank's Corporate website below link:

https://www.canarabank.bank.in/documents/d/guest/11-grievance-redressal-mechanism-2-2208202301