Cross-Border Services for Customers

RBL Bank Limited is authorised by the Reserve Bank of India to operate as an Authorised Dealer Category-I Bank under the Foreign Exchange Management Act, 1999. The Bank provides various cross-border foreign-exchange and remittance services to eligible customers in accordance with applicable FEMA provisions, RBI directions and the Bank's internal policies.

To improve customer awareness, transparency and access to information, this document provides a consolidated summary of the cross-border transaction processes and services offered by the Bank, whether denominated or settled in foreign currency or Indian Rupees.

The document covers, among other transactions:

- Exports and imports of goods and services;
- Merchanting Trade Transactions;
- Personal and other inward remittances;
- Outward remittances under the Liberalised Remittance Scheme and other permitted routes;
- Foreign Direct Investment and Foreign Portfolio Investment;
- Overseas Direct Investment and other overseas investments;
- External Commercial Borrowings and Trade Credits;
- Cross-border guarantees;
- Liaison, Branch and Project Office transactions;
- Remittance of assets;
- Acquisition or transfer of immovable property; and
- Other permissible current-account and capital-account transactions.

For each process or service, the document specifies the applicable purpose code, indicative documents, charges, processing timeline, approving authority, escalation or appellate authority and the relevant webpage link for "Policy Framework for Cross-Border Remittances" and "Policy on Export, Import & Merchanting Trade Transactions".

Important Information for Customers

1. **Documentation:** The documents listed are indicative minimum requirements. The Bank may seek additional information or documents depending on the nature, value, complexity, parties, jurisdiction and risk profile of the transaction.
2. **Processing timeline:** The stated timeline shall commence upon receipt of a complete and discrepancy-free request, sufficient funds in the customer's account, and all required documents, declarations and regulatory approvals, where applicable. Transactions requiring enhanced due diligence, third-party confirmation, internal approval or regulatory clarification may require additional time. Any resulting delay or revised timeline will be communicated to the customer.
3. **Cut-off time:** Same-day processing is subject to the applicable transaction, currency, Treasury, SWIFT, payment-system and correspondent-bank cut-off times.
4. **Charges:** Charges are levied according to the Bank's published Schedule of Charges. Where no charge is applicable, **"NIL"** is specified. No charge or penalty shall be levied merely on account of a regulatory delay or violation by the customer. The Bank may levy the applicable published charges for an actual service rendered in connection with the transaction, provided such charges are not linked to the duration or amount of the regulatory delay or violation.
5. **Transaction Processing:** Submission of documents or a transaction request does not by itself constitute approval. The Bank will process the transaction only after satisfying itself regarding its genuineness and permissibility under applicable laws and regulations.
6. **Appeal and escalation:** Customers may approach the authority specified against the relevant service in case of rejection or processing delay and may use the Bank's grievance-redressal channels for further escalation.

The information is subject to changes in applicable regulations and the Bank's approved policies. Customers are advised to refer to the latest information published on the Bank's website or contact the Bank for transaction-specific guidance

Cross Border Transactions (List of Documents)

A. CAPITAL ACCOUNT TRANSACTIONS

Purpose Code	Process / Service	Documents required	Charges (GST+FCY Conversion Tax, as applicable)	Time for approval / processing	Approving Authority	Authority for Appealing against rejection/ for delay	Link of bank's website where the document / information is hosted
S0003	Overseas Direct Investment	**UIN Generation and Outward Remittance For Equity Investment by Indian Entity** 1.Customer Request letter (covering letter – free format) 2.Form A2 and FEMA Declaration 3.Board Resolution or Partner's Resolution of Indian Entity 4.Form FC Sec A to D along with Section E Certificate from Indian Entity 5.Self-certified PAN	Approval of proposal for setting up foreign entity abroad under Automatic/Approval route: Rs 15,000/- Reporting of Addition of New Indian Party to existing UIN: Rs 5,000/- Remittance	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		card copy 6.Indian Entity – COI, MOA and AOA or equivalent document 7.Overseas Investment Declaration 8.Foreign Entity - COI, MOA and AOA or equivalent document 9.Foreign Entity – Valuation Certificate if applicable 10.Share Purchase Agreement if applicable 11.Share purchase agreement/ Investment agreement between Indian Party/ Resident Individual (Purchaser) and Overseas Seller of shares 12.Other Documents applicable after reviewing above documents. I**ndian Party – (Engaged in Financial Sector) & Foreign Entity in Financial**	Charges: 0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	requirements are satisfied. **UIN Generation** - Same day of Remittance			

		Service sector Activity): 1.Indian party has posted net profits during the preceding 3 financial years. 2. Registration with regulatory authority in India for conducting financial sector activities 3.SA certificate as per section E Format confirming that Indian Party has earned net profit during the preceding three financial years. 4. Approval from the regulatory authorities concerned both in India and abroad, if applicable for venturing into such financial sector activity - Statutory Auditor certificate confirming that Indian Party has fulfilled the prudential					

		norms relating to capital adequacy as prescribed by the concerned regulatory authority in India - In case investment in IFSC, the requisite approval for such investment in IFSC shall be decided within 45 days from date of receipt of application failing which it shall be considered as deemed to be approved. **Indian Party – (Engaged in Financial Sector) & Foreign Entity not in Financial Service sector Activity)** Guidelines issued by respective regulator needs to be followed. **Note: Due to Impact of COVID 19, if Indian entity not made profit during period from**					

		2020-21 to 2021-22, then financial period may be excluded for considering 3 years profitability. **In case of Deferment of Payment:** 1. Underlying agreement is in place. 2. Period of deferment is defined upfront. 3. In case the remittance towards acquisition of equity capital is to be made post subscription to Memorandum of Association, the period within which such remittance is to be made shall be defined in the underlying agreement/ documents/ applicable laws else the remittance shall be made on or before acquisition of/setting					

		up of the foreign entity. 4. Reporting in Form FC shall be mentioned as non-Fund based financial Commitment. 5. Valuation Certificate as per Bank Board Pricing guidelines is taken.					
S0003	Overseas Direct Investment	**<u>UIN Generation and Outward Remittance for Equity Investment by Resident Individual</u>** 1. Customer Request letter (covering letter – free format) 2. Form A2 and FEMA Declaration 3. Last 3 Years ITR or 1 year bank statement 4. Form FC Sec A to D 5. Self-certified PAN card copy 6. Overseas Investment Declaration 7. Foreign Entity - COI, MOA and AOA or equivalent document	Approval of proposal for setting up foreign entity abroad under Automatic/Approval route: Rs 15,000/- Reporting of Addition of New Indian Party to existing UIN: Rs 5,000/- Remittance Charges: 0.125%	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		8. Foreign Entity – Valuation Certificate if applicable 9. Share Purchase Agreement if applicable 10. Other Documents applicable after reviewing above documents	with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	UIN Generation - Same day of Remittance			
S0004	Overseas Direct Investment	**Outward Remittance for Loan by Indian Entity** 1. Customer Request letter (covering letter – free format) 2. Form A2 and FEMA Declaration 3. Board Resolution or Partner's Resolution of	Remittance Charges: 0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	Remittance: On the same working day where a complete request is received along with supporting documents within the	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-

		Indian Entity 4. Form FC Sec A to D along with Section E Certificate from Indian Entity 5. Self-certified PAN card copy 6. Overseas Investment Declaration 7. Foreign Entity – Loan Agreement 8. Other Documents applicable after reviewing above documents		applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied			cross-border-remittances.pdf
NA	Overseas Direct Investment	**Change of designated AD Bank (ODI)** 1.Customer Request letter confirming change of AD Bank. 2.NOC from designated AD Bank confirming below points. 3. Copy of Project Profile of the UIN 4. UIN allotment related documents	Change in AD Bank: Rs 15,000/-	T+ 2 DAYS	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

P1409 P0003 **NA**	Overseas Direct Investment	**Inward Remittance – Dividend** 1. Disposal cum declaration 2. Copy of share certificate 3. Board Resolution of Foreign Entity for Dividend 4. Other Documents applicable after reviewing above documents **Inward Remittance Partial/Full Disinvestment** 1. Disposal cum declaration and UIN details 2. FEMA Disinvestment Declaration **Reporting of Disinvestment** **1.**Request Letter 2.Form FC Section G 4.Valuation Certificate	Rs. 250/- Closure of Disinvestment: Rs 25,000/-	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		for overseas entity. 5.Winding up certificate of overseas entity (if applicable) 6. Board Resolution of Indian Party confirming dissolution/ winding up of overseas entity. Inward remittances advice for funds repatriated 7.Share transfer agreement in case disinvestment is towards sale of shares 8.Declaration provided by the Indian Party is not under investigation by CBI / DoE/ SEBI / IRDA or any other regulatory authority in India.					
S0021	Overseas Direct Investment	**Purchase equity shares offered by a foreign company under its ESOP Schemes or ESOP remittance of Resident Indians to Parent Entity**	Remittance Charges: 0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	Remittance: On the same working day where a complete request is received	Team Lead (Global Trade Services Capital	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

		•Application cum A-2 form with FEMA Declaration •Income tax declarations in format 145 & 146 •List of Employees along with PAN details who has got allotment and no. of shares allotted. •Declaration from customer on below points. (i) the shares under the ESOP Scheme are offered by the issuing company globally on a uniform basis (ii) an Annual Return is submitted by the Indian company to the Reserve Bank through the AD Category – I bank giving details of remittances / beneficiaries, etc. •Confirmation that outward remittance		along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Account Team)		policy-framework-for-cross-border-remittances.pdf

		towards acquisition of ESOPs complies with Regulation 10 of Not. No. FEMA 400, as amended from time to time. i.e. sale proceeds of aforesaid ESOP shares should be repatriated immediately into India and in no case later than 90 days from the date of transfer/sale. •Copy of ESOP policy of the Company •In agreement, unable to ascertain number of shares offered and price. •Provide proof of employment of Resident Indian with overseas entity •Acceptance of ESOP offer letter •Provide RBI approval that issuance of ESOPS are approved to be issued to employees of subsidiary					

P1403	Overseas Direct Investment	**Inward Remittance – Interest on Loan** 1. Disposal cum declaration2. Copy of Loan Agreement3. Other Documents applicable after reviewing above documents	Rs. 250/-	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
NA	Overseas Direct Investment	**Submission of Annual Performance Report** 1. Form APR 2. Audited Financial of Overseas Entity	APR Reporting: Rs. 5,000/-	T+ 2 DAYS	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

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NA	Overseas Direct Investment	**Cross-border merger-related remittances** Request Letter • Board Resolution and authorised signatory mandate. • Approved Scheme of Merger/Amalgamation, approval/order of the competent court, tribunal or regulatory authority (e.g., NCLT), if applicable, • Chartered Accountant's certificate confirming compliance with applicable FEMA and tax regulations. • Valuation report, where applicable. • Tax undertaking and supporting tax documents, • KYC and beneficiary	Remittance Charges: 0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	T+ 3 days	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		details, and • Such other documents as may be required by the Bank to establish the bona fides of the transaction and compliance with applicable regulatory requirements. • 145/146 (as per requirement)					
S0001	Overseas Portfolio Investment (By Listed entity in stock exchange in India)	**Overseas Portfolio Investment - Purchase of overseas listed shares, debt securities, ETFs, mutual-fund units, etc.** 1.Request letter from entity client 2. Net-worth certificate from statutory auditors and confirmation that present remittance 3.shall not exceed fifty percent of its net worth as on the date of its last audited balance sheet, in the manner and subject to the conditions laid down in	Remittance Charges: 0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		Schedule II of OI Rules dated Aug 22, 2022 . 4.Board Resolution of Indian company 5.Form A2 cum FEMA 6.Declaration from the customer the Overseas Portfolio Investment (OPI) or transferring such OPI by way of sale shall be reported within sixty days from the end of the half-year in which such investment or transfer is made as of September or March-end.		requirements are satisfied			
P0006	Foreign Direct Investment	**Inward Remittance – Primary** 1. FDI Declaration from investee 2. PN3 Declaration from investor 3. MT 103 and 6 Pointer KYC from remitter bank 4. Other Documents applicable after	**Inward Remittance:** Rs. 250/- Rs. 500/- NIL	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-

		reviewing above documents KYC follow up and Per Tracer charges Issuance of KYC after receipt from remitting bank for FCGPR / FCTRS Transactions		cut-off time and all regulatory, compliance, credit and operational requirements are satisfied			cross-border-remittances.pdf
P0006	Foreign Direct Investment	**Inward Remittance – Secondary** 1. FDI Declaration from Seller 2. PN3 Declaration from Buyer 3. MT 103 and 6 Pointer KYC from remitter bank 4. Other Documents applicable after reviewing above documents	Rs. 250/-	Remittance : On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

				requirements are satisfied			
S0006	Foreign Direct Investment	**Outward Remittance – Transfer of shares from Non- Resident to Resident** 1. Customer Request letter (covering letter – free format) 2. Consent letter from buyer and seller 3. Share Transfer Agreement 4. Board Resolution of Indian Entity 5. Form 145 and 146 6. NR Declaration from seller 7. RBI Taken Record copy of seller 8. Form A2 9. Valuation Certificate 10. FCTRS Declaration	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		11. Other Documents applicable after reviewing above documents					

S0006	Foreign Direct Investment	**Outward Remittance – Buy Back of Shares** 1. Customer Request letter (covering letter – free format) 2. Buy back acceptance letter from Seller 3. Buy Back Agreement or Offer 4. Board Resolution of Indian Entity 5. Form 145 and 146 6. NR Declaration from seller 7. RBI Taken Record copy of seller 8. Form A2 9. Valuation Certificate 10. FCTRS Declaration 11. Other Documents applicable after reviewing above documents	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
NA	Foreign Direct Investment	**FIRMS Portal Reporting** Documents mentioned by RBI on FIRMS Portal for AD Bank for approval	a) Inward remittance received through RBL Bank Rs 10,000/- b) Inward remittance received	Within 5 working days	Team Lead (Global Trade Services Capital	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

			through another AD Bank in India: 0.125% of the FC amount involved subject to maximum Rs 50,000/-		Account Team)		trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0006	Foreign Direct Investment	**Remittance towards proceeds of winding up of companies** Application cum A-2 form with FEMA Declaration •Income tax declarations in format 145 & 146 •Copy of the form FCGPR filed with RBI and acknowledgement from RBI for taking into records 100% stake held by overseas investor on repatriable basis. •Liquidation order (the remittances will be considered for processing, if the order	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		is in compliance with the order issued by a court of India/ order issued by the official liquidator or the liquidator in case of voluntary winding up) •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 of otherwise than by a court, an auditor's certificate to the effect that there is 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					
S1502	Foreign Direct Investment	**Refund of inward remittance received towards Foreign Direct Investment** •A-2 form with FEMA Declaration •145 & 146 •Original Inward Remittance Certificate for endorsement •Ensure funds received in RBL account. If inward leg has not been handled by RBL, then NOC from remittance receiving bank confirming that funds have not been remitted •RBI approvals will be required for cases where inward remittance date and date of outward remittance exceeds 75 days	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		•Copy of the Board resolution and acknowledge of RBI reporting is also required in case of refund of remittance received on account of FDI •Reason for non-allotment of shares and refunding the money. •Confirmation from remitter that they will not charge any interest or any other charges for non-allotment/refund • CA certificate certifying that the funds are not utilised for any other purpose and outstanding in the books of accounts of the company.					
S0099	Foreign Direct Investment	**Remittance of capital gains on sale of investment units/Remittance for sale of INVI Units or AIF units**	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	Remittance: On the same working day where a complete request is	Team Lead (Global Trade Services Capital	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

		•Application cum A-2 form with FEMA Declaration •Income tax declarations in format 145 & 146 •Calculation from fund manager providing the calculations for the amount payable •SEBI Registration Certificate •FIRMS approval copy on completion of filing. •If FIRMS filing does not have name of investor, then FIRC to be obtained along with FIRMS approval copy.		received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Account Team)		trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0009(EQUITY) S0007(DEBT)	Foreign Direct Investment	**Repatriation of Foreign Portfolio Investment made by overseas Investors in India – in equity / Debt Instruments** •Form 145 and 146. •Certification of compliances under tax and other laws by a Tax Consultant / Chartered Accountant. •Form A2 FEMA declaration (to be signed by authorized officials of Custodian). •Underlying documents such as broker note/ underlying trade documents	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1403	Foreign Direct Investment	**Payment of interest income on account of Portfolio Investment in India for Alternate Investment funds, Investment funds and other Portfolio investments** •Application cum A-2 form with FEMA Declaration •Income tax declarations in format 145 & 146 •Calculation from fund manager providing the calculations for the interest payable •SEBI Registration Certificate •FIRMS approval copy on completion of filing •If FIRMS filing does not have name of investor, then FIRC to be obtained along with FIRMS approval copy	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	Remittance: On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0009(EQUITY)S1408(DIVIDEND)	Foreign Direct Investment	**Foreign Portfolio Investment-related transactions -**	0.125% with a Minimum of Rs.500/- and	Remittance: On the same working day	Team Lead (Global	Head - Global	policy-on-export-import-of-goods-

		Repatriation of FPI sale proceeds, dividends/interest, equity and debt investments1. Remittance request from FPI / Custodian.2. FPI registration details issued by SEBI-designated DDP.3. Contract note issued by registered stockbroker or sale confirmation.4.145/146	Maximum of Rs. 5,000/-	where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Trade Services Capital Account Team)	Trade Services	services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
NA	Foreign Direct Investment	**AD Approval for Pledge of shares** 1. Indian entity Request letter 2. Board resolution of Indian Company for pledge of shares. 3. Non-resident Investor consent or board resolution for pledging the shares. 4, Board resolution of the earlier equity	0.5% of amount involved or Rs. Rs. 100,000/- whichever is higher	T+ 3 days	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		shares issued. 5. FCGPR/ FCTRS AD bank or RBI approval copy for the FDI investment 6. Copy of subscription agreement 7.Loan agreement between lender and Indian Company 8. Sanction letter 9. Custody bank confirmation 10. Custody statement for shares 11. Declaration from Customer for submission of annual certificate from the statutory auditor of the investee company that the loan proceeds will be / have been utilized for declared purpose 12. Statutory Auditor certificate ‘ex post’ that the loan proceeds received consequent to pledge of shares, have been utilised by the					

		investee company for the declared purpose.					
S1408	Foreign Direct Investment	**Outward Remittance – Dividend** 1. Form A2 cum FEMA Declaration 2. Board Resolution of Indian investee company for dividend 3. Form 145 and 146 4. RBI taken on record copy for FDI Reporting made to RBI 5. Statutory Auditor Certificate mentioning dividend is from accumulated net worth and confirming NAV per share before and after dividend. This should be on the basis of audited financials. It should also mention the number of dividend payments made in the last 2 years.	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied			
NA	External Commercial Borrowing	**LRN Allocation and Inward Remittance at the time of Drawdown**	Handling of proposal to obtain LRN from RBI	LRN submission to RBI : On	Team Lead (Global	Head - Global	policy-on-export-import-of-goods-

		1. Request Letter from Borrower 2. Form ECB 1 3. Board Resolution of Borrower 4. Loan Agreement 5. RBI Ack copy of FDI Reporting if lender is equity holder 6. Other Documents applicable after reviewing above documents	Rs. 15,000/- Inward Remittance Charges : 250/-	the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied Remittance: On the same working day where a complete request is received along with supporting documents within the	Trade Services Capital Account Team)	Trade Services	services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

				applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.			
NA	External Commercial Borrowing	**Issuance of NOC for creation of Charge** 1. Letter submitted by borrower quoting LRN for NOC on creation of charge 2.Underlying agreement is having security clause. The period of such security should be co terminus with the maturity of the underlying ECB 3. No objection certificate, as applicable, from the existing lenders is obtained. 4. In case of issuance of corporate guarantee, a copy of board	Rs. 25,000/-	T+2 DAYS	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		resolution specifying the name is obtained. 5.In case of personal guarantee, Specific requests from individuals to issue personal guarantee indicating details of the ECB is obtained.					
NA	External Commercial Borrowing	Form ECB-2 submission	Rs.1,000/-	A consolidated submission shall be submitted to the Reserve Bank of India (RBI) within seven calendar days from the beginning of the succeeding month.	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

P0012	External Commercial Borrowing	**Inward Remittance at the time of Subsequent Drawdown after LRN Allocation** 1. Disposal Instruction 2. Copy of latest Form ECB 2 (if applicable) and Form ECB1 3. Loan Agreement	Rs. 250/-	On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1403	External Commercial Borrowing	**Outward Remittance – Interest** 1. Request Letter from Borrower 2. Latest Form ECB 1 and ECB 2 3. Form 145 and 146 4. Form A2 cum FEMA Declaration 5. Copy of LRN	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	On the same working day where a complete request is received along with supporting documents within the applicable	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-

		Allocation Email 6. Calculation of interest certified by lender or Borrower's CA		cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.			cross-border-remittances.pdf
NA	External Commercial Borrowing	**Reporting Changes in Form ECB subsequent to LRN allotment** 1. Request letter 2. Revised Form ECB 3. Consent letter from lender should be submitted within 7 days from changes effected. 4. In case of delay in submission, Late submission fees (LSF) as applicable collected from the borrower entity. **Change in Lender (On**	Rs. 10,000/-	T+2 DAYS	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		<u>account of corporate action like merger, amalgamation or other etc.)</u> 1.Consent from New Lender confirming that no terms and conditions of the ECB facility has been changed or modified. 2.Borrower consent letter confirming that no terms and conditions of the ECB facility has been changed or modified and change in the lender on account of without any additional cost of loan. 3.Certified copy of calculation of average maturity of loan. 4.Copy of approval given by competent regulatory authorities approving such corporate action in case of merger or amalgamation.					

		Transfer of ECB Exposure to the new lender 1.Consent Letter from the existing Lender(s) stating that transfer of amount to new lender along with confirmation that no terms and conditions of the ECB facility has been changed or modified. 2.Consent Letter from the new Lender(s) stating that no terms and conditions of the ECB facility has been changed or modified. 3.Board Resolution of Indian Company approving the change in lender. 4.Copy of transfer certificate executed amongst the lender. 5.Calculation of average maturity of loan (if any change).					

		6.Confirmation Company Secretary of Indian Company confirming that there are no changes in terms and conditions of ECB loan. (CS confirmation to be on letterhead signed and stamped by CS with CS membership number mentioned) 7.Certified copy of calculation of average maturity of loan. **Change in Name of Lender** 1.Consent letter from existing lender 2.Confirmation from borrower stating no terms and conditions of the ECB facility has been changed or modified. 3.Letter from Competent regulatory authority overseas for change in name of lender.					

		4.Certified copy of calculation of average maturity of loan. **Change in Name of Borrower** 1.Underlying proof/document of change in Borrower issued by Registrar of Company. 2.Confirmation from borrower stating that change in name of borrower is as per extant ECB guidelines along with confirmation that no terms and conditions of the ECB facility has been changed or modified. 3Certified copy of calculation of average maturity of loan. (If there are any changes) **Change in Borrower (On account of corporate action like merger, amalgamation)**					

		1Certified copy of approval from Court/NCLT. 2.Board Resolution of Borrower for Corporate action. 3. Certified copy of calculation of average maturity of loan. (If there are any changes) **<u>Change in MAMP</u>** 1.Consent letter from lender and from the borrower 2.Revised MAMP calculation. 3.Revised AIC calculation duly authorised by Lender and Borrower. **<u>Change in All in Cost (AIC)</u>** 1.Consent letter from lender and the borrower 2.Revised MAMP and AIC calculation duly certified by authorised signatory of Lender and Borrower.					

		Change in Repayment schedule 1.Consent letter from lender and the borrower. 2.Revised repayment schedule for MAMP calculation certified by both lender and borrower. **Change in Drawdown schedule** 1.Consent letter from ender and borrower 2.Revised MAMP and AIC calculation duly authorised by Lender and Borrower					
NA	External Commercial Borrowing	**Transfer of ECB LRN from RBL Bank to another AD BankOther designated AD Bank to RBL**1. NOC from other AD Bank confirming below points.LRN issued by RBI.Name of lender and borrowerConfirmation that ECB is in compliance with extant	Rs. 10,000/-	T+2 DAYS.	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-

		ECB guidelines as on date.No objection from other AD Bank stating no terms and conditions of the ECB facility has been changed or modified. 2.MAMP and AIC calculation sheet. 3.Certified copy of Form ECB submitted to RBI. 4.LRN Copy. **RBL Bank to another Designated AD Bank** 1.Confirmation from business to issue NOC in favour on new designated AD Bank. 2.NOC from RBL Bank shall be issued covering following points.LRN issued by RBI.Name of lender and borrowerConfirmation that ECB is in compliance with extant ECB guidelines as on date.Original draw down and repayment					cross-border-remittances.pdf

		schedule.Confirmation from customer for submission of acknowledgment copy of Form ECB submitted by new designated AD Bank to RBI within 10 days from NOC issuance date.					
NA	External Commercial Borrowing	**Conversion of ECB into equity** **Full conversion** **1.**Consent of the lender for conversion of the ECB into equity 2.Revised Agreement between lender and borrower. 3.Consent of other lenders, if any, to the same borrower is available or at least information regarding conversions is exchanged with other lenders of the borrower	Rs. 10,000/-	T+2 DAYS.	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		4.Confirmation from the client that: Said ECB is closed and that there is no outstanding in the books of the lender and borrower. 5. Borrower will do the necessary filing in ECB2 of next month confirming ECB fully converted into equity. Activity of the borrowing company is covered under the automatic route for FDI or Government approval is received, wherever applicable, for foreign equity participation as per extant FDI policy. The conversion is without any additional cost and does not result in contravention of eligibility and breach of applicable sector cap on the foreign equity					

		holding under FDI policy. Applicable pricing guidelines for shares are complied with. Reporting requirement as per extant FDI guidelines will be done by Indian Company. 6.Fair value of the equity shares to be issued shall be worked out with reference to the date of conversion only. 7.If the borrower concerned has availed of other credit facilities from the Indian banking system, including overseas branches/subsidiaries, the applicable prudential guidelines issued by the Department of Banking Regulation of RBI, including guidelines on					

		restructuring are complied with. Copy of Valuation certificate duly authorised by CA with UDIN arriving fair market value of shares. **<u>Partial Conversion</u>** 1.Consent of the lender for conversion of the ECB into equity 2.Revised Agreement between lender and borrower. 3.Consent of other lenders, if any, to the same borrower is available or at least information regarding conversions is exchanged with other lenders of the borrower 4.Confirmation from the client that:					

		❖ Said ECB is partially closed and that there is no outstanding in the books of the lender and borrower. ❖ The borrower will do the necessary filing in ECB2 of consecutive months. ❖ Activity of the borrowing company is covered under the automatic route for FDI or Government approval is received, wherever applicable, for foreign equity participation as per extant FDI policy ❖ The conversion is without any additional cost, and does not result in contravention of eligibility and breach of					

		applicable sector cap on the foreign equity holding under FDI policy. ❖ Applicable pricing guidelines for shares are complied with. ❖ Reporting requirement as per extant FDI guidelines will be done by Indian Company. ❖ Fair value of the equity shares to be issued shall be worked out with reference to the date of conversion only.					
S0012	External Commercial Borrowing	**Outward Remittance – Principal** 1. Request Letter from Borrower (Free Format) 2. Latest Form ECB 1 and ECB 2 3. Form 145 and 146 4. Form A2 cum FEMA Declaration	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	On the same working day where a complete request is received along with supporting documents	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

		5. Copy of LRN Allocation Email		within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.			policy-framework-for-cross-border-remittances.pdf
NA	External Commercial Borrowing	**LRN Cancellation** 1.Confirmation from lender that no amount toward ECB will be sent 2.Confirmation from borrower that no draw down has been taken place. 3. Request letter for cancellation of LRN to RBI. Should confirm on reason for cancellation, confirmation that underlying agreement stands cancelled. 4.ECB 2 returns to be duly filed till date of cancellation.	NIL	On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

NA	Branch/Project/Liaison Office	**UIN Application for Branch/Liaison Office**	Approval for proposal to	T+ 2 DAYS			policy-on-export-import-

		1. Form FNC – Application for Establishment of Liaison Office/Branch Office in India 2. The Memorandum & Articles of Association of Applicant Company (duly apostilled in the country of registration) 3. Bye – Laws of the LO-BO (duly apostilled in the country of registration) 4. Audited Balance Sheet and Profit & Loss/Income Statement of the Company for the last 3 years for Liaison Office and 5 years for Branch office 5. Net worth Certificate from Certified Public Accountant (CPA) or any registered accounts practitioner by whatever name called. 6. Bankers' Report from LO-BO-PO's banker in	establish Liaison office / Rep. Office / Branch office in India. Rs. 15,000/-		Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		the host country showing the number of years they are banking with that Bank 7. Board Resolution for setting up LO-BO-PO in India (duly apostilled in the country of registration) 8. Certificate of Establishment of Place of Business in India 9. Authority Letter or Power of Attorney in favour of the signatory who signed the FNC on behalf of the foreign Applicant-Company Note: •If the original Certificate is in a language other than in English, the same may be translated into English and notarized as above and cross verified/attested by the Indian Embassy/ Consulate in the home country.					

		•If the applicants' home country laws/regulations do not insist on auditing of accounts, an Account Statement certified by a Certified Public Accountant (CPA) or any Registered Accounts Practitioner by any name, clearly showing the net worth may be submitted. 10. The non-resident entity applying for a BO/LO in India should have a financially sound track record viz: a**. For Branch Office —** a profit making track record during the immediately preceding five financial years in the home country and net worth of not less than USD 100,000 or its equivalent. Net Worth [total of paid-up capital and free					

		reserves, less intangible assets as per the latest Audited Balance Sheet or Account Statement certified by a Certified Public Accountant or any Registered Accounts Practitioner by whatever name called]. b**. For Liaison Office** — a profit making track record during the immediately preceding three financial years in the home country and net worth of not less than USD 50,000 or its equivalent. **Documents required for establishment of PO in India.** 1.Form FNC signed & stamped on all the pages by authorized official of the Applicant Company. 2.Request Letter from						

		the Parent Company for setting up of Project Office in India 3.Letter of authority from the Parent Company in favour of Local Representative /Power of Attorney 4.Board Resolution from Applicant Company for setting up Project Office in India 5.Certified true copy of the contract between the Applicant Company & Indian Company awarding the contract for execution of Project in India 6.English version of the Certificate of Incorporation, Memorandum & Articles of Association of the Parent Company duly attested by the Indian Embassy or Notary Public in the country of registration. 7.Certification of					

		Incorporation – Translated & duly Notarised & Certified by Indian Consulate 8.Bankers' KYC report from the applicant's banker in the host country showing number of years of the banking relationship 9.Due diligence/KYC of the Applicant Company 10.An undertaking to the effect that the Project Office is eligible to avail of the General Permission 11.Declaration from the applicant company confirming: a)The project is initially funded directly by inward remittance from abroad b)The project has been cleared by the appropriate authority c)That the entity will intimate to AD the date of its establishment					

		d)That the applicant will register with the Registrar of Companies (ROC), if such registration is required under the Companies Act 2013.					

P1011	Branch/Project/Liaison Office	**Inward Remittance from Head Office** 1. Disposal Instruction 2. Copy RBI or AD Approval	Rs. 250/-	On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1408	Branch/Project/Liaison Office	**Outward Remittance to Parent for Surplus of Profit** •Application cum A-2 form with FEMA Declaration •Copy of RBI approval for opening a branch office •Certified copy of the audited balance sheet	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	On the same working day where a complete request is received along with supporting documents within the applicable	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-

		and profit and loss account for the relevant year **<u>CASE WISE DOCUMENTATION</u>** •In case of remittance request received from Project Office towards surplus/ Intermittent remittance pending completion or winding up of remittance additional documents to be taken as mentioned below •The Project Office submits an Auditors /Chartered Accountants certificate to the effect that sufficient provisions have been made to meet the liabilities in India including Income Tax etc •An undertaking from the Project Office that the remittance will not,		cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.			cross-border-remittances.pdf

		in any way, affect the completion of the Project in India and that any shortfall of funds for meeting any liability in India will be met by inward remittance from abroad. •Certificate from the Auditor on calculation of the surplus amount and provisions for the applicable taxes and no statutory liabilities in respect of the project are outstanding. **•<u>For remittance of surplus on completion of the Project</u>** a) Certified copy of the final audited Project accounts b) A Chartered Accountant's certificate showing the manner of arriving at the remittable surplus					

		c) Income tax assessment order or either documentary evidence showing payment of income tax and other applicable taxes, or a Chartered Accountant's certificate stating that sufficient funds have been set aside for meeting all Indian tax liabilities. d) Income tax declarations in format 145 & 146. **For Remittance of surplus for BO**. A certified copy of the audited Balance Sheet and Profit and Loss account for the relevant year. b. A Chartered Accountant's certificate certifying along with separate UDIN other than of 146 •the manner of arriving at the remittable profit;					

		•that the entire remittable profit has been earned by undertaking the permitted activities; •that the profit does not include any profit on revaluation of the assets of the branch.					
NA	Branch/Project/Liaison Office	**Application for additional offices and activities** 1. Fresh Form FNC 2. Customer Request letter 3. RBI Approval, if number of offices exceeds 4 (i.e. one BO / LO in each zone viz; East, West, North and South), 4. Declaration from customer a. identifying one of its offices in India as the Nodal Office, which will coordinate the activities of all of its offices in India.	NIL	T+2 DAYS	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		B. Existing BO / LO is shifting to another city in India c. additional activity, if any.					
NA	Branch/Project/Liaison Office	**Transfer of assets of BO / LO / PO** 1.Customer Request letter confirm details of transfer of assets. 2. A certificate is to be submitted from the Statutory Auditor furnishing details of assets to be transferred indicating their date of acquisition, original price, depreciation till date, present book value or written down value (WDV) value and sale consideration to be obtained. 3.Statutory Auditor should also confirm that the assets were not re-valued after their initial acquisition. The sale consideration should not be more	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-	On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		than the book value in each case. 4.Declaration from customer on whether assets have been acquired by the BO / LO / PO from inward remittances and no intangible assets such as good will, pre-operative expenses should be included. No revenue expenses such as lease hold improvements incurred by the BO / LO can be capitalized and transferred to JV / WOS. 5.CA Certificate confirming payment of applicable taxes on sale of assets. 6.Copy of Bank account statement evidencing credit on sale of assets.					
NA	Branch/Project/Liaison Office	**Change of designated AD Bank** 1.Customer Request letter confirming	Approval for proposal to establish Liaison office / Rep. Office /	On the same working day where a complete	Team Lead (Global Trade	Head - Global	policy-on-export-import-of-goods-services-and-

		change of AD Bank.2.NOC from designated AD Bank confirming below points.Whether respective BO/LO/PO maintain account in line with applicable regulatory guidelines.Whether said BO/LO/PO account is KYC compliant from AML angle.Whether there are any defaults/adverse features observed in the operations.Whether said BO/LO/PO submitted AAC since beginning till date.3.Copy of AD Bank/RBI permission obtained for opening BO/PO/LO.4.Copy of Form FNC submitted to AD Bank at the time of establishment of BO/PO/LO5.Copy of latest Annual Activity	Branch office in India. Rs. 15,000/-	request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Services Capital Account Team)	Trade Services	merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		certificate submitted along with Audited financial.					
NA	Branch/Project/Liaison Office	**Opening of Term Deposits** 1. Customer Request letter. Term deposit application Form 2. Declaration confirming below points. 3. Term deposit is out of temporary surplus funds and the BO / LO / PO furnishes an undertaking that the maturity proceeds of the term deposit will be utilised for their business in India within 3 months of maturity 4.Documentary evidence of point no.2	NIL	On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
NA	Branch/Project/Liaison Office	**Renewal of LO/PO** 1. Request letter seeking extension (Same should be submitted before expiry) 2. Underlying contract	Renewal of permission granted to LO/ PO Rs.10,000/-	On the same working day where a complete request is received along with	Team Lead (Global Trade Services Capital	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

		copy in case of PO 3. Latest Annual Activity Submission Copy		supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Account Team)		policy-framework-for-cross-border-remittances.pdf
NA	Branch/Project/Liaison Office	**Change in the name of the existing BO/LO** 1.Customer Request letter. 2. Declaration confirming below points. a. There is only change of name without change of ownership 3.Board Resolution of said BO/LO evidencing change of name, 4. Change of name and documents / certificate from ROC India showing change of name.	NIL	On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

				requirements are satisfied.			
NA	Branch/Project/Liaison Office	**Closure of the Office** 1.Copy of the Reserve Bank's/AD Category-I bank's approval for establishing the BO/ LO/ PO. 2.Auditor's certificate indicating the manner in which the remittable amount has been arrived at and supported by a statement of assets and liabilities of the applicant and indicating the manner of disposal of assets confirming that all liabilities in India including arrears of gratuity and other benefits to employees, etc. of the office have been either fully met or adequately provided for; and confirming that no income accruing from sources	Closure of LO/BO/PO and remittance of Balance to parent company Rs.15,000/-	On the same working day where a complete request is received along with supporting documents within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead (Global Trade Services Capital Account Team)	Head - Global Trade Services	

		outside India (including proceeds of exports) has remained un-repatriated to India. 3.Confirmation from the applicant/parent company that no legal proceedings in any Court in India are pending against the BO / LO/ PO and there is no legal impediment to the remittance. 4.A report from the Registrar of Companies regarding compliance with the provisions of the Companies Act, 2013, in case of winding up of the BO /LO in India, wherever applicable. 5.RBL Bank is required to ensure that the BO / LO/ PO had filed their respective AACs. 6.Any other document/s, specified by Reserve Bank of					

		India/RBL Bank while granting approval. 7.Other documents such as Customer letter, Form A2, FEMA declaration IT Forms 145/146 needs to be taken.					

B. TRADE

Purpose code	Process / Service	Documents required	Charges (GST+FCY Conversion Tax , as applicable)	Time for approval / processing	Approving Authority	Authority for Appealing against rejection/ for delay	Link of bank's website where the document / information is hosted
EXPORTS							
P0103	Export advance	a. Goods / service (including software) •Disposal Instructions •FEMA Declaration (can be part of Disposal instructions) • Underlying PO/PI/Communication between parties.	Rs.250/-	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-

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P0102	Export realization/Lodgement	A. **Documents for export of goods (non-LC)** Export bill lodgement under collection - Bank Dispatch • Customer Request Letter with FEMA declaration. • Invoice cum Packing list • Transport document • Shipping bill details B. Export bill lodgement under collection - Direct Dispatch by	**Lodgement Charges/ Handling EDF Forms of Exports bills/SOFTEX Forms directly dispatched by the exporter. (NON-DISPATCH CASES)**: 0.0625% Minimum Rs. 1,500/- (PER SHIPPING BILL & PER SOFTEX FORM) **Courier Charges:** Rs. 1500/- Reimbursement Claim Lodgement: Rs.	**LC/Collection Documents Despatch:** Same day if same is received before cut off. **LC Advising/Amendment:** Same day if same is received before cut off. **Export Bills Regularization:** T+ 2 days **Export Bills Realization**: Same day if same is received before cut off.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		exporter • Customer Request Letter with FEMA declaration. • Shipping bill details. • Underlying Invoice & Transport Documents. C. Export bill regularization against advance payment • Customer Request Letter with FEMA declaration. • Invoice cum Packing list. • Transport document. • Shipping bill details & IRM details	500/- **Exports Bills Realization :** NIL **Forwarding documents under restricted LCs to other Banks (within India)** Rs.1,000/- **Unpaid Export Documents returned :** Rs.1,000/- **Bills drawn and collected in Rupees, foreign currency bills (negotiated, purchased or discounted) where proceeds are received in rupees through other Banks)** : 0.125% minimum Rs 1,000/-				

		B. Exports Under LC • Customer request letter with FEMA Declaration. • Documents required as per LC terms and conditions C. Export of Services • Customer request letter with FEMA Declaration • Export Declaration form (EDF) (EDF to be provided as per timelines / extended period and in the manner as permitted under Regulation 3 of FEMA 23 R) • Invoice • Details of Invoice to be mentioned in the EDF D. Other case specific documents: • For FCY exports to	**Advising of Letter of Credit :** Rs.1,500/- Amendment Advice (Advising of Amendment of L/C) : Rs.1,000/- **LC Transfer:** Rs.1,500 per request **Scrutiny of Documents under LC (sent under collection but not negotiated) :** Rs.1,500 per request **LC Confirmation Charges :** Transaction specific approval to be obtained from FIG (Charges as per rating and Country Risk)				

		SEZ: Certificate from remitting bank or SEZ that proceeds were remitted from SEZ FCY a/c. • Small value Shipping bill (Shipping Bill having an original value up to ₹10 lakh or its foreign currency equivalent): Declaration confirming export receipt in full or otherwise. • Handling of export proceeds under factoring: Bank can handle inward proceeds pertaining to with or without recourse factoring where the factoring is done by offshore banks / agencies. The charges/interest for such factoring may be as per commercial arrangement between	**<u>Cancellation of L/Cs advised by the Bank :</u>** Rs.1,000/-				

		the exporter and the offshore bank / agency (no interest cap). Customer may provide copy of factoring agreement/message from remitting bank that these are proceeds under with/without recourse factoring done by offshore bank / agency. For without recourse factoring - Bank can close EDPMS upon receipt of factoring proceeds in line with extant standard process. For with-recourse cases, the EDPMS shall be closed after receiving confirmation from the exporter that the payment has been					

		made by the overseas buyer. The reporting and closure treatment shall be subject to the applicable RBI/FEDAI instructions prevailing at the relevant time. Note: •Documents/information can be submitted physically / digitally. • For cases where customers are unable to provide export documentation at the time of export realization, due to reasons such as time required for reconciliation/ other such operational aspects, Banks may permit a deferral for document submission up to a reasonable time. • Bank can facilitate					

		transactions on paperless basis, as per internal policy for offering such facility. Applicability of FEMA 23R: The applicability of these Regulations and EDPMS/IDPMS reporting to supplies involving SEZs, EOUs or deemed exports shall be determined in accordance with the applicable Foreign Trade Policy, Customs treatment and RBI system/reporting instructions. • **Filing of EDF Services & Software: (Purpose code basis nature of remittances)** Any service providers exporting IT and ITeS shall file EDF with AD Bank as the Specified					

		Authority in accordance with regulation 2 (f) of FEMA 23 R. The Specified Authority for software exporters can be either AD Bank or STPI.					
P0102 (Realization) S1002 (Trade related services)	Export to warehouse	Additional requirement over and above export advance/export Realisation covered above • At lodgement stage: Confirmation from customer that this is an export to Warehouse. Customer to provide date of sale once the goods are sold from warehouse. • At realization stage: Final invoice/sale receipt/ confirmation from customer for the sale.	Approval for opening/hiring warehouse/Opening special purpose foreign currency account abroad: Rs. 5,000/- **Remittance Outward Charges :** 0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500/-	T+ 3 Days	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		• Additional document for Bharat Mart Warehouse cases: Existing regulations (including approval & timelines shall continue). Note: Transactions involving Bharat Mart or any other warehouse arrangement governed by a specific regulatory framework shall be handled in accordance with the separate approval, documentation and timeline requirements applicable to that arrangement. **Remittance towards warehousing charges only for Exports / hiring of warehouses**					

		abroad BY Exporters. (S1002 (Trade related services) • Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145/146 • Certified copy of the debit note/ Invoice • Copy of warehouse agreement with overseas party NOTE - All transactions should be routed through designated branch of the AD bank. Hence WCS and GTS ensure that the remittance is made from the branch who has issued AD approval for warehouse hiring to exporters.					

NA Export Realization (P0102)	Export on lease hire basis	Additional requirement over and above export advance / export bill under collection covered above • Lease or hire agreement setting out the lease period, rental amount, payment schedule and arrangements for return, re-import, sale or other disposal of the goods. • EDF declaration Note: Lease rentals shall be realised and repatriated in accordance with the contractual terms. The exporter shall provide information necessary to link each rental receipt to the relevant lease arrangement. At the time of closure, the Bank may seek evidence regarding	Approval: NIL Documents Lodgement :0.0625% Minimum Rs. 1,500/- (PER SHIPPING BILL) Export Bills Realization for documents sent by the Bank : NIL	T+ 3 Days	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		receipt of the rentals due and the return, re-import, transfer or other permitted disposal of the leased goods, as applicable.					
NA	Reduction in invoice value	Combined with write-off • Customer declaration citing reason for reduction. • Credit note, quality or quantity dispute record or other evidence • Communication with Buyer. • CA Certificate basis amount of reduction.	Rs. 1,500/- Per shipping Bill/SOFTEX Form	T+ 3 Days	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-

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NA	Extension of Export/ Shipment Completion Period or Realisation Period	In case of delay, customers can approach Bank for an extension of time for: • Extending shipment date in EDPMS for advance proceeds received OR • Extending time period for realization if export is already done. Document required for extension: • Customer request letter/declaration seeking an extension of time - mentioning the reasons for delay and revised expected date of export, shipment or	Rs. 500/- per extension per shipping bill	T+ 3 Days	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		realisation, as applicable.					
NA	Set off	a. Import and export documents routed through same bank • Customer request letter • Communication/any other document between the overseas buyer and supplier agreeing to set-off • Documents as required for export/import to be taken. If import and export documents are routed through multiple AD Banks, the set-off may also be considered with suitable communication between the Banks involved and ensuring relevant E/IDPMS reporting.	0.125% minimum 1,000/- (Individually applicable for both export & import legs PER SB & PER BOE)	T+ 3 Days	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1501	Refund of export advance	• Customer request letter (with FEMA declarations) with suitable reason for refund. • Form A2 • Details of the original inward remittance/IRM • Underlying contract and invoice.	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- Plus Rs.500 SWIFT Charges	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
NA	Write-off / reduction	**Shipping bill up to INR 10 lakh or FCY equivalent –** • Customer request letter incorporating declaration for receipt of proceeds with details of IRM along with reduction/ write off involved and SB to be closed	Rs. 1,500/- Per shipping Bill/SOFTEX Form	T+ 3 Days	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-

		SB Beyond INR 10 lakh or FCY equivalent - a. Customer request letter with rationale for write-off, such as- i. quality or quantity issue ii. commercial disputes iii. contract cancellation iv. goods lost in transit v. destruction of goods vi. volume or cost discount vii. credit note provided to buyer. viii. any other reasons as applicable. IRM cancellation • Only applicable for export advances (P0103) • Customer request letter with rationale for non-refund of					border-remittances.pdf

		advance and no shipment					
NA	Third party payments	Third Party Payment realization (Shipment done and bill lodged, payment to be realized against lodged bill)/regularization (advance received, bill to be regularized) can be handled basis: • Shipping Bill/EDF/Invoice mentioning details of 3rd party OR • Tri-partite agreement OR • A justification from customers confirming third party involvement. Note: The Bank may seek additional information to establish the relationship between the exporter, overseas	NIL Charges Clean payments received through SWIFT (MT 103) to credit customers account (For single inward remittance, if multiple purpose codes are applied then charges will be applicable purpose code wise) : Rs. 250/-	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.			

		buyer and third-party remitter and the bona fide nature of the arrangement.					
NA	GR/EDF Waiver	In such cases, exporters need to ensure- • EDF form mentioning NIL for export value is submitted to Specified Authority. In case of re-imports, Bill of Entry submitted GR waiver / approval from Bank shall not be required.	Rs. 2,000/- Per Request	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

NA	Project Export Onboarding	• Customer request • Project intimation • Relevant project contract • Project details and expected cash flows • Proposed receipts and payments • Guarantee or Letter of Credit documents, where applicable.	**Approval**: Rs.50,000/- Per Project **Project Approval extension:** Rs. 15,000/- Per Request **Reporting of closure of Project Abroad**: Rs. 2,000/-	T+ 3 Days	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
P0108(EXPORT LEG)/S0108(IMPORT LEG)	Merchanting Trade	• Customer request. • Purchase and sale contracts • Invoices for both legs. Transport document evidencing movement of goods from the overseas seller's country to the overseas buyer's country.	**Outward Leg** 0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- Plus 500/- SWIFT Charges **Inward Leg** 0.0625% Minimum Rs. 1,500/-	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-

		• Any such information as may be required to establish transaction linkage, genuineness and compliance with the Foreign Trade Policy.	(PER SHIPPING BILL & PER SOFTEX FORM)				for-cross-border-remittances.pdf
NA P0102(Export Realization)	Factoring	• Customer request. • Factoring or receivables-assignment agreement • Underlying invoices and trade documents • Notice or acknowledgement of assignment • Settlement and recourse terms • Any other documents required to establish the factoring arrangement and the treatment of related export or import proceeds.	**Inward Remittance (Export bill lodgement)** 0.0625% Minimum Rs. 1,500/- (PER SHIPPING BILL & PER SOFTEX FORM) **Outward Remittance** 0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- Plus 500/- SWIFT	Inward/Outward Remittance - Ordinarily on the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

IMPORTS							
S0101	Advance payment	•Customer request letter (with relevant FEMA declarations) •Purchase Order / copy of agreement / proforma invoice. •Any additional document depending on the underlying - e.g. in-principal approval from Ministry of Civil Aviation / Director General of Civil Aviation / other such agency for import of aircraft/Credit opinion report of overseas supplier •Expected date of Import •Form 145-146 (for services) Additional document for import of rough diamonds –	0.125% with a Minimum of Rs 500 and Maximum of INR 5,000/- Plus 500/- SWIFT	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		•The overseas mining company should have the recommendation of GJEPC. •Copy of Kimberley Process Certificate for the diamonds intended to be imported. **<u>Documents to be submitted once import materialized: Proof of import viz.</u>** **<u>A. Goods –</u>** •Invoice •Transport documents (if applicable) •Bill of entry details (for goods) **<u>B. Services-</u>** •invoice •Other case specific documents: If import is under documentary					

		collection OR under LC - additional documents as per covering schedule / terms of LC (including insurance copy - as per INCO terms) to be obtained. Note: For any repatriation of advance remittance (return of funds from overseas seller to the importer), reason for repatriation to be obtained from customer					
S0102	Import remittances	**A. Import of goods:** • Customer Request Letter including FEMA declaration. • Commercial Invoice • Transport Document (Bill of Lading/Air Waybill/Rail Receipt etc.) • Bill of Entry details **B. Services:**	**Import Bills received directly by Importers from Overseas Suppliers** : 0.125% with a Minimum of Rs. 500/- and Maximum of Rs. 5,000/-Plus 500/- SWIFT	Import Advance/Direct/Collection Bills and LC Payment: On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-

		• Customer request letter including FEMA declaration • invoice • Form 145/146 **B) Under LC / collection** •Customer Request Letter in the Bank standard format. •Bill of Entry details •Documents as per terms and conditions of LC / collection Note: •For small value Bill of Entry (upto INR 10 lakh or FCY equivalent), import payment can be made basis declaration from customer itself capturing details of BOE. Documents listed above shall not be required. Note: Additional	**Commission on Import bill received on collection** 0.15% minimum Rs. 500/- and maximum Rs. 5,000/- Plus 500/- SWIFT **Dishonoured Import Bills/ Return Charges** Rs.1,000/ **Issue of Delivery Orders (Bills under LC and Collection)** Rs.1,000/ **Draft LC issuance:** Rs. 1,000/- per draft of LC **Import L/C Opening**	satisfied. Collection/LC Bills Lodgement: Same day if received before cut off.			for-cross-border-remittances.pdf

		documents may be sought where the declaration is incomplete, inconsistent with the Bank's records or gives rise to material genuineness or regulatory concern. •Documents / information can be submitted physically / digitally. •Bank can facilitate transactions on paperless basis, as per internal policy for offering such facility. •Applicability of FEMA 23R: FEMA 23R shall apply to all "import" defined as per FTP. For sale from SEZ to DTA, existing treatment under IDPMS may continue.	Commitment Charge + Usance charges (non-cash back) : Commitment 0.30% p.a. till expiry + Usance 0.40% per quarter or part thereof subject to a minimum of Rs.2,500/- Plus : SWIFT 1,500/- **LCs issued against 100% cash margin** Commitment 0.20% p.a. till expiry + Usance 0.30% per quarter or part thereof subject to a minimum of Rs.2,500/- **AMENDMENT** Extension of validity of L/C or				

			Value Enhancement : 0.40% per qtr. Or part thereof Subject to a Minimum of Rs. 2,500/- Plus SWIFT 1,000/- **<u>Any other amendment (non-Financial)</u>** Rs.1,000/- Plus SWIFT 1,000/- **<u>Revival of expired LCs on receipt of documents under LC</u>** Penal Rate of 0.40% per qtr. Or part thereof (Charges will be recovered only for bill amount from LC expiry date till date of presentation of				

			documents. This will be applicable for both SIGHT & USANCE LC) **Acceptance of overdrawn bills under LC** 0.40% per quarter or part thereof. **COMMISSION ON IMPORT BILLS RECEIVED UNDER IMPORT L/C** Import Bills received under L/C : 0.125% Minimum Rs. 500/- **Discrepancy charges** USD 75 or its equivalent per discrepant document to A/C of Beneficiary				

			(For Import) **<u>Devolvement</u>** 0.10% Min Rs. 1,000/- per bill on payment of devolved bill under LC.				
S0101/S0102	Third-Party Imports	Third Party Payments can be handled basis: • Customer Request Letter • Invoice / Purchase Order / Bill of entry mentioning details of 3rd party OR • Tri-partite agreement • Justification from customer confirming third party involvement. Note: Third-party import payments may be considered based on evidence establishing the	0.125% with a Minimum of Rs 500 and Maximum of INR 5,000/- Plus 500/- SWIFT	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		underlying arrangement, which may include third-party details in the Bill of Entry or a tripartite agreement or the invoice along with a satisfactory justification from the customer. Where the applicable Customs record permits or requires third-party details, the importer shall ensure that such particulars are appropriately captured or amended.					
S0102	Import on lease basis	For import on lease basis, document confirming lease agreement to be obtained additionally to the documents required for import of goods.	Remittance Charges: 0.125% with a Minimum of Rs 500 and Maximum of INR 5,000/- Plus 500/- SWIFT	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-

							for-cross-border-remittances.pdf
NA	Extension of Import Completion Period or Import Payment Period	In case of delay, customers can approach Bank for an extension of time for: • Extending import due date in IDPMS for advance / import payment made OR • Extending payment date in IDPMS if import already materialized. Document required for extension: Customer request letter / declaration seeking extension of time	NIL	T+ 3 Days	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	
S0102	Delayed import payment	Customers provide rationale for the delay along with supporting communication with overseas supplier.	Remittance Charges: 0.125% with a Minimum of Rs 500 and Maximum of INR	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-

			5,000/- Plus 500/- SWIFT	operational requirements are satisfied.			transactions.pdf policy-framework-for-cross-border-remittances.pdf
NA	Reduction, Reconciliation or Closure of Import Entry	For BOE closure Up to INR 10 lakh or FCY equivalent - customer declaration with details of ORM to be taken for reconciliation and **closure in IDPMS For BOE closure beyond INR 10 lakh or FCY equivalent - Customer request letter with rationale for write-off, such as-** i. quality or quantity issue	NIL	T+ 3 Days	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		ii. commercial disputes iii. contract cancellation iv. goods lost in transit v. destruction of goods vi. volume or cost discount vii. credit note issued by the overseas supplier viii. any other reasons as applicable. For Free-of-Cost Imports / Imports with No Remittance Obligation - Closure of Bill of Entry can be done basis evidence of same on invoice / bill of entry / communication between buyer and seller.					
S0102	High sea sales	• Invoice - Commercial and High Sea sale (as applicable)	Remittance Charges: 0.125% with a Minimum of Rs	On the same working day where a complete request is received within the applicable	Team Lead - GTS Export/Import/Guarantee Team	Head - Global	policy-on-export-import-of-goods-services-and-

		• Transport documents • Bill of entry details in the name of HSS buyer • Highsea sale agreement	500 and Maximum of INR 5,000/- Plus 500/- SWIFT	cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.		Trade Services	merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0102(IMPORT PAYMENT) S0013(UP TO 1 Year) S0012(Above 1 Year)	Trade Credit	a) Availing Buyers credit – • Request letter • FEMA declaration • Offer letter accepted by customer • Invoice • Transport Document/ Bill of Entry / Airway bill b) Repayment of Buyers credit • Request letter • FEMA declaration	SBLC Issuance Charges: 0.60% per qtr. Or part thereof, subject to a minimum of Rs. 2,000/	on the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		• Form A2 • 145/146 (If applicable)					
NA	Cross-border Guarantees (Outward)	**Issuance** •Guarantee application/request from the customer detailing purpose, amount, beneficiary and validity. •FEMA Declaration •Underlying commercial contract/ purchase order, bid/tender document/Addendum commercial contract/ service agreement or other evidence of the underlying obligation.	Guarantees in favour of Shipping Companies/ Agencies for clearance of goods pending production of Bill of Lading Rs. 2,500/- subject to 110% cash margin(sight) Plus Rs. 1500/- SWIFT Charges	TAT is subject to receipt of timely responses, confirmations and approvals from correspondent banks and other parties involved in the transaction processing chain.	Team Lead - GTS Export/Import/Guarantee Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		•Regulatory declarations, approvals and supporting documents required under FEMA, RBI directions or other applicable regulations. •Credit sanction/approved limits and security documents as per the Bank's credit Policy •Bank Guarantee Text • Counter Guarantee Copy (If applicable) **Amendment** •Guarantee application/request from the customer detailing purpose, amount, beneficiary and validity. •Addendum commercial contract/ purchase order, bid/tender document, service agreement or	**Guarantee Advising Charges:** Rs1,500/- Duplicate Issuance (Subject to Indemnity): Rs. 2,500/- Rs. 2,500/- pre-acceptances (usance) Plus Rs. 1500/- SWIFT Charges **Performance Guarantee** 0.50% per qtr. Or part thereof, subject to a minimum of Rs. 2,000/- Plus Rs. 1500/- SWIFT Charges **Standby LCs (including those for BC)**				

		other evidence of the underlying obligation. • Counter Guarantee Copy (If applicable) **Cancellation & Invocation** Cancellation and invocation of the Bank Guarantee shall be processed only through authenticated SWIFT messages and upon receipt of a valid discharge or claim from the beneficiary bank, in accordance with the terms and conditions of the Bank Guarantee	0.60% per qtr. Or part thereof, subject to a minimum of Rs. 2,000/- Plus Rs. 1500/- SWIFT Charges **Bank Guarantees issued against 100% cash margin (except shipping guarantees)** 0.30% per qtr. Or part thereof, subject to a minimum of Rs. 2,000/- Plus Rs. 1500/- SWIFT Charges **AMENDMENT FOR GUARANTEES** As applicable for issuance of				

			BG subject to minimum of Rs.1,000/- Plus Rs. 1000/- SWIFT Charges **<u>Other Amendments</u>** Rs.1,000/- flat Plus Rs. 1000/- SWIFT Charges				

C.NON-TRADE

Purpose Code	Process / Service	Documents required	Charges (GST+FCY Conversion Tax, as applicable)	Time for approval / processing	Approving Authority	Authority for Appealing against rejection/ for delay	Link of bank's website where the document / information is hosted
S0902	Remittances for Royalty and Technical Fees	• Application cum Form A2 along with FEMA declaration • Certified True Copy of the Agreement, (Mandatory) • Invoice / Debit Note / Credit Note (as applicable) • CA to certify calculation of royalty amount/ tech fees) • Income Tax Undertakings (In format 145 and 146)	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500 /- + GST	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational	Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0203/S0204(Freight on imports /Exports): Shipping Companies S0209/S0210(Freight on imports /Exports): Airline Companies	Remittances for Freight Prepaid on Inward Consolidation of Cargo by Air or by sea	• Application cum Form A2 along with FEMA declaration • Agency agreement copy mandatory for remittance amount equivalent to USD100,000/- and above • Certified copies of invoices • Income Tax Undertakings (In format 145 and 146) • Certified copies of Prepaid MAWB / MBL/ HAWB / HBL, received from the overseas consolidator OR • Chartered Accountant Certificate to the effect that the amount of remittance applied for has been verified with reference to copy of prepaid Master Airway Bill / Master Bill of Lading together with the original relative House Airway Bill / House Bill of Lading as also cargo manifests and invoices from overseas consolidators and had been found correct		requirements are satisfied.	Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0217/S0219 (Other payments by Shipping companies'/Airline companies)	Remittance of Break-Bulk agents remuneration on Consolidation of Outward Sea/ Air Cargo	• Application cum Form A2 along with FEMA declaration • Income Tax Undertakings (In format 145 and 146) • Agency agreement copy mandatory for remittance amount equivalent to USD100,000/- and above • Certified copy of invoices • Certified copies of Prepaid MAWB / MBL / HAWB / HBL received from the overseas consolidator OR • Chartered Accountant Certificate to the effect that the amount of remittance applied for has been verified with reference to copy of prepaid Master Airway Bill / Master Bill of Lading together with the original relative House Airway Bill / House Bill of Lading as also cargo manifests and invoices from overseas consolidators and had been found correct			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1007	Remittances for Advertisement in Print Media Abroad (except State Government and its Public Sector Undertakings):	• Application cum Form A2 along with FEMA declaration • Certified Invoice Copy / Debit Note received from overseas publisher / Agency / Broadcasting Company • Client declaration confirming said advertisement has been published in foreign country with date & period of Advertisement. • Income Tax Undertakings (In format 145 and 146)			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1007	Remittances for Advertisements on TV Media / Online Internet Media (except State Government and its Public Sector Undertakings):	• Application cum Form A2 along with FEMA declaration • Copy of agreement mandatory for remittance amount equivalent to USD100,000/- and above • Original final bill/invoice from the overseas TV Company / Online Internet Media Platform along with their confirmation that the advertisement has already been telecast on their media. • Income Tax Undertakings (In format 145 and 146) **Note** - Advertisement in			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		foreign print media for the purposes other than promotion of tourism, foreign investments and international bidding (exceeding USD 10,000) by a State Government and its Public Sector Undertakings					
S1007	Remittances for Advertisement in Periodicals / Magazine etc	• Application cum Form A2 along with FEMA declaration • Copy Of Agreement mandatory for remittance amount equivalent to USD100,000/- and above • Invoice/ bill from overseas publisher • Income Tax Undertakings (In format 145 and 146)			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1002	Remittances for Agency Commission on Exports	• Application cum A-2 form with FEMA Declaration – (RBL bank Exports Bill reference number to be mentioned)			Team Lead - GTS Outward	Head - Global	policy-on-export-import-of-goods-services-and-

		• In case export bill handled by other AD Bank, NOC from that AD Bank confirming that they have not remitted Agency commission against mentioned Shipping Bills • Copy of Shipping Bill has to be mandatorily scanned) • Amount of commission should be declared on Shipping Bills. In case Commission not declared on Shipping Bill, a Valid agreement between exporter and agent i.e. beneficiary should be made available, with reason for not declaring amount on Shipping Bill. Note – In case agreement is silent on actual amount of commission to be remitted / depends upon certain milestone CA certificate giving details of all shipping bills with amount and confirming amount of agency commission to be paid			Remittance Team	Trade Services	merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		against each Shipping Bill •Declaration from the Exporter customer that a. Overseas buyer/agent is not joint venture / wholly owned subsidiary of Indian Company. b. The relative shipment has already been made. c. Commission is not towards exports made by Indian Partners towards equity participation in an overseas joint venture / wholly owned subsidiary as also exports under Rupee Credit Route except tea and tobacco d. Commission was not on account of exports covered under counter trade arrangement through Escrow Accounts designated in USD. If so payment of commission is not payable to Escrow Account holders themselves and the commission was not allowed by deduction from the invoice value e. Agency commission have not been paid by us through					

		any other AD Bank. • Income tax declarations in format 145 & 146					
S1009	Remittances for Architectural / consultancy Services	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified Copy of Invoice/ Debit Note • Certified copy of the agreement/ contract mandatory for remittance amount equivalent to USD100,000/- and above • Declaration to the effect that the remittance is not exceeded USD ……per project (Note : Remittances by persons other than individuals shall require prior approval of the Reserve Bank of India if remittances exceed USD 10,000,000 per project for any consultancy services in respect of infrastructure projects and USD 1,000,000 per project, for other consultancy services procured from outside India.)			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1004	Remittances for Legal fees relating to court case	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified Copy of Invoice confirming nature of legal Service provided. • OR • Copy of the agreement / Contract OR Appointment letter to the overseas attorney confirming remittance amount			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1007	Remittances for Participation Fees in Exhibition overseas / Setting up of stalls etc. Participation in international conference / training	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified Copy of Invoice • OR • Certified copy of Invitation / Brochure • Letter from the sponsoring institution (from the applicant in case of self-employed professional) indicating name, address, nationality and passport number of the participant, duration of visit, exchange			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		required and certifying that the expenses are being borne by the organization.					
S0217	Remittances by Multimodal Transport Operators (MTOs) to their Overseas Agents	• Application cum A-2 form with FEMA Declaration • Copy of Registration Certificate issued by the Director General of Shipping (one time till expiry date to ensure that freight was collected during its validity period). • Agency agreement (mandatory for remittance amount equivalent to USD100,000/- and above) indicating the rates of various items of work to be attended by him. • Self attested Invoice / Debit note from overseas agent • C.A Certificate for the calculation of payables amounts • non-negotiable copy of multimodal transport documents, (exceptions on case to case basis). • Income tax declarations in format 145 & 146			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0306	Remittances on account of Consolidated Tour Arrangements for foreign Tourists Visiting Neighbouring Countries	• Application cum A-2 form with FEMA Declaration • Certified true copy of the invoice from Overseas Party • Detail statement indicating date, name of client, amount collected, commission and amount to be remitted and undertaking stating that "we have verified all necessary documents and confirm that above referred amount (FCY _____) has been received by the bank as foreign Inward remittance vide details as mentioned below" Inward Ref no to be mentioned if received at RBL or to submit copy of evidence received at other bank counter. • Income tax declarations in format 145 & 146			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1502	Remittances for Refund of inward received by Indian Tour Operator / Travel Agent	• Application cum A-2 form with FEMA Declaration • Account Statement / credit advice and copy of Swift Message (RBL bank Ref in case funds received in RBL bank account) • Proof of Cancellation of			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

		tickets/Tour Booking / Hotel Booking • Demand / Debit Note from Overseas travel agent. • Declaration from Remitter stating payment not made through any other AD bank • Income tax declarations in format 145 & 146					policy-framework-for-cross-border-remittances.pdf
S0306	Remittances towards cost of hotel reservation/passes /tickets/ tour against tie-up arrangement	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified true copy of the invoice from Overseas Party • List of passengers along with valid passport details and PAN NO. (to be provided for further LRS reporting) • Declaration to the effect for the payment of TCS by respective tour operator			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0203/S0204(Freight on imports/Exports: Shipping Companies) S0209/S0210 (Freight on imports/Exports: Airlines Companies)	Freight payment on Import / Export	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified true copy of the invoice from Overseas Party • Copy of Airway Bill / Bill of Lading (stamped and accepted for payment by the remitter)			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0214/S0215 Payments on account of stevedoring, demurrage, port handling charges etc. (Shipping companies/Airline Companies)	Demurrage in respect of FOB export and CIF/ C&F Import	• Application cum A-2 form with FEMA Declaration • Certified true copy of the invoice from Overseas Party • Copy of transport document. • Income tax declarations in format 145 & 146 • Lay time statement / statement of facts or Survey Report. OR • Worksheet for demurrage calculation • Note - If the remittance is made by Central / State Govt. or PSU or Autonomous bodies and the terms are			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		different from FOB / FAS imports then NOC from Ministry of Surface Transport needs to be insisted upon					
S1401	Short term Engagement of Foreign National by Indian Firms / Companies	• Application cum A-2 form with FEMA Declaration • Original Invoice / Certified copy of invoice • Income tax declarations in format 145 & 146 • Certified copy of Passport (relevant pages with arrival date) & Visa for Foreign National (up to 3 months tourist/employment/business visa and if the stay exceeds 3 months then a valid employment visa would be required). • Certified copy of Contract / Agreement or correspondence in this regard			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1301	Salary repatriation for family maintenance by foreign national (Resident but not Permanently Resident)	• Application cum A-2 form with FEMA Declaration • Employment agreement/contract copy / Salary Slip • Declaration by the foreign national that he is in regular employment and the said remittance does not exceed exceeding net salary (after deduction of taxes, contribution to provident fund and other deductions) of a person who is resident but not permanently resident in India. • Declaration from customer confirming, he is resident in India on account of his employment or deputation of a specified duration (irrespective of length thereof) or for a specific job or assignments and the duration of which does not exceed three years. • Note - (Form 145 & 146) is not required in case the remittance is towards			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		maintenance/ gift to close relatives)					
S0902	Product / Trademark/ Patent Registration fees	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Invoice/ (Stamped and accepted for payment by the remitter)			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1502	Refund of Inward Remittance (Other than refund of Advance Export and FDI)	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Declaration from Customer stating Funds are still outstanding in company's books of account and we have not remitted from any other AD • Demand Letter from the Overseas Party (Certified by the customer) • Swift copy in case inward			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		received with other AD bank. • In case funds received in RBL bank provide Inward Remittance reference.					
S1023	Remittance on Annual Maintenance / Service Charges of Imported Machinery / Software	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Original Invoice / Copy of invoice that is stamped and accepted for payment • Copy of the relative contract / agreement (mandatory for remittance amount equivalent to USD100,000/- and above) specifying the terms of payment and providing maintenance i.e. servicing of imported machinery / software.			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0205	Charter Party Hire Charges in respect of Foreign Ships	• Application cum A-2 Form with FEMA Declaration • Income tax declarations in format 145 & 146 • Charter Party Agreement • Invoice from Ship Owners / agents or any supporting agreement for the payment of specified charges			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

							policy-framework-for-cross-border-remittances.pdf
S0207	Remittance of Surplus Passage / Freight Collections by Foreign Airline Company	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Agency Agreement • Invoice / Debit Note • CA certificate verifying the surplus amount. • In lieu of Income Tax Undertakings 145 & 146, DIT Relief Certificate along with the form 145 will be acceptable			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0217	Remittance towards Cash to Master- (Ship-Manning / Crew-Manning agencies of Foreign Shipping or Airline Company)	• Application cum A-2 form with FEMA Declaration • Certified copy of demand note/ Invoice. • Income tax declarations in format 145 & 146 • Bank should open FCY account and should obtain a declaration from the Applicant that the following are complied with: a. Credits to such accounts would be only by way of inward remittances through normal banking channels from the overseas principal. b. Debits will be towards various expenses in connection with the management of the ships / crew in the ordinary course of its business. • The account is maintained only during the validity period of the BIMCO agreement			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1501	Refund of export proceeds (Non Advance)	• Application cum A-2 form with FEMA Declaration (Bill Ref. No. of exports bills needs to be mentioned)			Team Lead - GTS Outward	Head - Global	policy-on-export-import-of-goods-services-and-

		• Evidence of proceeds originally received • Branch to provide EBRC status from IEDPMS team for all mentioned bill ref nos in transactions and if EBRC is not utilized then same has to be reduce to the extent of Remittance. • Obtain CA Certificate / Certificate issued by DGFT / Customs authorities that no export incentive has been availed by the exporter against the relevant export or the proportionate incentives availed if any, have been surrendered. • In case if the exporter is approaching us to refund through our bank and the export proceeds received through some other AD Bank – NOC to be called for. • Evidence of re-import of goods into India (BOE along with Certificate from the exporter stating that the exported goods have been imported back into India			Remittance Team	Trade Services	merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		mentioning the relative BOE details OR an undertaking from the exporter that the goods will be re-imported within three months from the date of remittance; and all procedures as applicable to normal imports will be adhered to • Declaration stating that: a. Goods will be reimported within period of 3 months from refund of export proceeds and Bill of entry will be submitted to the Bank. b. The export transactions covered by the invoices are not under investigation by Directorate of Enforcement / Central Bureau of Investigation or other investigating agencies OR • Not insist on the requirement of re-import of goods, where exported goods have been auctioned or destroyed by the Port / Customs / Health authorities / any other accredited agency					

		in the importing country subject to submission of satisfactory documentary evidence.					
S1011	Remittance to representative office / branch abroad	• Application cum A-2 form with FEMA Declaration • • Remittances made so far in this FY • Certificate from the CA that the total remittances made under this sub-Regulation by the Indian entity, to all such accounts in an accounting year is not exceeding • 15 percent of the average annual sales/income or turnover of the Indian entity during the last two financial years or up to 25 per cent of the net worth, whichever is higher, where the remittances are made to meet initial expenses of the branch or office or representative. OR • 10 per cent of such average			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		annual sales/income or turnover during the last financial years where the remittances are made to meet recurring expenses of the branch or office or representative. Note – In case customer is giving a confirmation for non-audit of the books of account for a particular financial year then immediately preceding year figures can be consider for the calculation.					
S1007	Sales Promotion charges / Exhibition Expenses	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified Copy of Invoice					
S0603	General Insurance Premium	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Demand Note from the Policy Issuer NOTE: A person resident in India may take or continue to hold a health insurance policy issued by an insurer outside			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-

		India provided aggregate remittance including amount of premium does not exceed the limits prescribed by RBI under the Liberalised Remittance Scheme (LRS) from time to time.					cross-border-remittances.pdf
S0603	Reinsurance Premium	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Relative debit notes from overseas insurance company and/or Broker. • Detailed statement of premium settled by the individual insurer. • Inward details from Indian Insurer to Reinsurer broker for making remittance of Reinsurance premium • Certificate from insurer to the effect that the amount of reinsurance business is within the overall limit approved by the insurer's Board and that the risks covered under the reinsurance arrangements are within the scope of the			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		Reinsurance Programme, approved by the insurer's Board in compliance with IRDAI Regulations. • A certificate from the Chartered Accountant of the broker, prepared on the basis of certificates and statements obtained from the insurers, to the effect that the proposed remittance of reinsurance premium sought, is in agreement with the various statements/certificates obtained from the insurer/s. • Copy of approval letter from IRDAI for placing business outside India by direct insurance brokers. • Confirmation from Insurer that Reinsurer Brokers may remit the premium through the branch of the authorised dealer designated by the insurer.					

S0902	Remittances for License Fees	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified Copy of Invoice • Certified Copy of Agreement (mandatory for remittance amount equivalent to USD100,000/- and above) / License / Correspondence • Valuation Certificate from CA regarding the value of License Fee. For Invoice amount more than USD25000.00			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0214	Remittances for Detention charges	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Detention Statement by Shipping Company • Customer declaration stating the figures in the Detention Statement and the rates are not exceeding the rate prescribed by Director General of Shipping (Annual beginning of the year) • CA / Auditor's certificate			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		Mandatory if amount of remittance above 100000.00 certifying the figures in the Detention Statement and the rates are not exceeding the exceeding the rate prescribed by Director General of Shipping.					
S0808	Remittances for Satellite / Telecommunication / Internet Service Charges	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified Copy of Invoice • Certified copy of the agreement/contract mandatory for remittance amount equivalent to USD100,000/- and above • Approval Ministry of Information and Broadcasting / Ministry of Communication and Ministry of Communication and Information Technology (as the case may be).			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1008	Remittances for Research and Development expenses	• Application cum A-2 form with FEMA Declaration • Certified Copy of Invoice • Certified true copy of the agreement / Contract			Team Lead - GTS Outward	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

		mandatory for remittance amount equivalent to USD100,000/- and above • Income tax declarations in format 145 & 146			Remittance Team		trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0208	Operating expenses of Indian Airlines companies operating abroad	• Application cum A-2 form with FEMA Declaration • Certified Copy of Invoice / Debit Note • • Income tax declarations in format 145 & 146 • OR • DIT relief Certificate, along with a copy of 145			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1006	Remittances for Initial Expenses / Feasibility Studies for Project Abroad	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified copy of contract specifying the terms of			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

		payment mandatory for remittance amount equivalent to USD100,000/- and above • Invoice/Debit note from overseas consultant/firm					trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1006	Remittance towards ISO Certification/Quality Assurance certification from the overseas agency	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified copy of the Invoice •Invoice or any supporting document from the overseas accredited agency indicating details of product(s), fees payable for ISO certification			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0602	Remittance towards Settlement of Claims (Insurance on Exports) (INSURANCE ON EXPORTS/ IMPORTS/ MERCHANTING TRADE	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified copy of invoice. • Request letter from the			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

		insurance company: (Remittances are made outside India where claimant is not a resident of India) Declaration to be obtained from the insurance company to the effect that they are satisfied that ownership of the goods lost, damaged etc., vests in such claimant and that the latter is not making the claim merely as agent of the real owner of the goods in India • Insurance policy-copy • Survey report or other customary proof of loss • Bill of lading/Airway bill • Statement of claim duly certified by an official authorised by the insurance company registered with IRDA for this purpose.					trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0702	Remittance towards Brokerage Fees	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Request letter along with a specific declaration that it is the expenses incurred for			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

		selling Insurance/Mutual funds (as the case may be) to the eligible non -residents for taking Insurance/Investments in India • Certified agreement/contract copy mandatory for remittance amount equivalent to USD100,000/- and above • Certified Invoice raised with the calculations of brokerage amount OR • Statement of brokerage certified by the customer and the Chartered Accountant.					policy-framework-for-cross-border-remittances.pdf
S0211	Remittance towards security deposit on acquisition of aircraft by airline companies on operating lease / Aircrafts on Voyage Charter Basis	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified copy of the demand note • Certified copy of the Lease agreement/rental agreement • Certified true copy of the approval by Ministry of Civil Aviation/Director General of Civil Aviation, Government of India for importing the			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		aircraft/helicopter on operating lease • In case of an airline company in the Public Sector or a Department / Undertaking of the Government of India / State Government/s, ADs may permit remittance of amount exceeding USD 100,000 (US Dollar one hundred thousand only) per aircraft towards security deposit (for payment of lease rentals) with lessor, specific waiver of bank guarantee from the Ministry of Finance, Government of India.					
S0217	Remittances towards FEEDER payments / Slot hire charges on vessels	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Statement of the feeder payments, certified by the chartered Accountant • Form SPM 4 (I.E. voyage wise statement from Main Line Operators, Multimodal Transport Operators, NVOCCs or their agents)			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-

							cross-border-remittances.pdf
S1006	Remittance towards pre-incorporation expenses for formation of JV/WOS abroad	• Application cum A-2 form with FEMA Declaration • Certified copy of the debit note/Invoice • Income tax declarations in format 145 & 146 • Details of overseas company proposed to establish • Undertaking from customer stating that all the remittances related to the said JV/WOS will be routed through RBL Bank Only • Declaration that the in case remittance converted into equity necessary reporting as per overseas investment guidelines will be done.			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1501	Remittances towards claim on shortage / damages on goods exported / defective quality	• Application cum A-2 form with FEMA Declaration along with Bill ref no. • Certified copy of the debit note/demand note/invoice • WCS to provide EBRC status from IEDPMS team for all mentioned bill ref nos in transactions. If outstanding EBRC amount to be reduce to the tune of remittance amt. • Declaration by exporter / BRC -confirming that the relative export proceeds have already been realized and repatriated to India and the exporter is not on the caution list of Reserve Bank. • NOC, if the export transaction is handled by a third bank. • Declaration cum undertaking from the exporter to surrender proportionate export incentive, if any received by him and remittance does not relate to export of commodities subject to floor price stipulations.			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1023	Remittance towards Testing charges	• Application cum A-2 form with FEMA Declaration • Certified copy of the Invoice • Income tax declarations in format 145 & 146			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1004	Remittance towards payment of listing fees (ADR/GDR on overseas stock exchanges)	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified copy of the Invoice and copy of agreement if required. • Document confirming Indian Companies ADR/GDR are listed on the overseas stock exchanges from stock exchange			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1006	Remittance towards payment of Non-resident directors sitting fees / Remuneration	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified true copy of the board resolution stating that "the payment is towards sitting fees/ remuneration of the non-resident director of Mr……., For Month / Period……" • Board Resolution copy is a must and in case the company is not able to provide, then a copy of the Audited accounts can be obtained for verification of the residential status of the director			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0501	Remittance towards expenses /salaries of the employees posted abroad for projects / Remittance towards expenses of Projects by a corporate having awarded a project in foreign country	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • In case of project exports, copy of the approval given by AD/working group for this expenses and a declaration from the applicant that the total amount remitted till now along with this request			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-

		is not exceeding the amount permitted by the AD /working group. • Certified copy of the employment agreement/Contract Note (Employer and the Employee)- in case of salary • Certified copy of the demand note/debit advice for reimbursement of expenses- in case of expenses					cross-border-remittances.pdf
S1104	Remittance to film shooting expenses/services rendered	• Application cum A-2 form with FEMA Declaration • Certified copy of the Invoice • Income tax declarations in format 145 & 146 • Certified true copy of the agreement			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1306	Remittance towards refund of Income tax refund to a non-resident	• Application cum A-2 form with FEMA Declaration • Original Income tax refund order – to collect the proceeds			Team Lead - GTS Outward	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

		• Certified copy of the income tax refund order. • Income tax declarations in format 145 & 146			Remittance Team		trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1006/S1004(Business and management consultancy and public relations services	Reimbursement of pre-incorporation expenses incurred in India on account of Foreign Direct Investment in India	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certificate from the Statutory Auditors for confirmation of FDI and Expenses incurred towards incorporation of the company Note: The remittance will be allowed only to the overseas investor and the customer has to produce the Original FIRC, which will be duly endorsed and returned back Limit :- USD 100,000 or up to 5% of the investment brought into India, whichever is higher			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0217	Reimbursement on sale of containers	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Copy of the agreement/consent letter from the overseas party • Certified copy of the debit note/credit note • Declaration cum undertaking from customer quoting the containers have not entered in DTA of India. Note: The containers are coming into India by through the shipment carrying goods into India, after the goods are cleared the containers are lying in the dockyards/container depots. The owners of the containers do have some kind of arrangement with the local shipping agents to dispose off the same and remit the proceeds. The agent arranges for the sale of the same and after the receipt of sale proceeds the funds are			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		repatriated to the owners of the containers.					
S0214	Remittances for Handling Charges-for customers in the business of shipping lines / freight carriers	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified copy of the demand note/Invoice			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0222/S0223/S0224 Postal & Courier	Remittances for Courier Charges	• Application cum A-2 form with FEMA Declaration • Income tax declarations in			Team Lead - GTS Outward	Head - Global	policy-on-export-import-of-goods-

services by Air/Sea/Others)		format 145 & 146 • Demand note/ Certified copy of the Invoice			Remittance Team	Trade Services	services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1503	Payment towards tender fees / Remittance for International Bidding	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Documentary evidence for payment of tender fees / invitation etc • Copy of published document for international bidding mentioning tender purchase cost / international bidding offer/ document for the project. • Declaration by Indian			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1023	Remittance towards re-working / repairing / modification charges on Exports	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified copy of the debit note/ Invoice copy			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

		• Customer to provide RBL Export Bill Ref. • NOC from third bank mentioning, SB No. and Date, Bill amount, Bill CCY, If export documents are handled by AD other than our Bank					trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1106	Engagement of overseas coaches/ trainers	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Original Invoice / Certified copy of invoice • Engagement Letter / Appointment Agreement			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0809	Transponder fees	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Original Invoice / Certified copy of invoice • If remittance is by: o TV Channels- Approval of Ministry of Information and Broadcasting o Internet Service Providers- Ministry of Communication and Information Technology --- Ministry's letter to contain details of charges permitted to be paid as lease rentals			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0806	Subscription to newspapers, periodicals	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Underlying invoice			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1020	Commission Agent Services	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Underlying agreement copy • Copy of Invoice			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0901	Franchise services	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Copy of Invoice / Debit Note • Franchise agreement • CA Certificate in respect of amount payable and details of calculation should be obtained. • Obtain a declaration from the applicant to that effect that, a. the amount / Percentage of Franchise Fees is in			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		conformity with the agreement. b. the amount including the present request is not exceeding as per the agreement. c. It does not involve advance payment					
S1007	Marketing Services	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Copy of Invoice • Copy of agreement mandatory for remittance amount equivalent to USD100,000/- and above			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1009	Architectural Services	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 • Certified copy of demand note/ Invoice. • Customer declaration required that no physical designs, drawings, etc are coming in India. • Copy of Agreement			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1015	Tax consulting services	• Application cum A-2 form with FEMA Declaration • Certified copy of demand note/ Invoice. • Income tax declarations in format 145 & 146 • Copy of Agreement mandatory for remittance amount equivalent to USD100,000/- and above			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0020	Remittance of margin money and brokerage for Commodity Hedging	• Application cum A-2 form with FEMA Declaration • Invoice raised by broker/ financial institution. • Income tax declarations in format 145 & 146 • Copy of Agreement • Separate Hedging account has to be open by client • Approved Board Policy of Remitter providing details of hedging and stating that such hedging is undertaken by the management of the company as per the said policy. • CA certificate Certifying : a. The entity has exposure to commodity price risk or freight risk, contracted or anticipated. b. The quantity proposed to be hedged and the tenor of the hedge are in line with the exposure. c. OTC hedges is justified as per the policy (In case of OTC derivative Only). d. We certify that hedging benchmark price other than that of the commodity			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		exposed to, the requirement to undertake such hedges. e. This hedging is taken up by the management of the entity under a policy approved by the Board of Directors of a company / equivalent forum for other (as applicable). f. The entity has the necessary risk management policies in place. g. The entity has reasonable understanding of the utility and likely risks associated with the products proposed to be used for hedging. Note: Customer has to provide Annual certificate from the statutory auditors of the entity confirming that the hedge transactions and the margin remittances are in line with the exposure of the entity. The statutory auditor shall also comment on the risk management policy of the entity for hedging exposure to commodity price					

		risk and freight risk and the appropriateness of the methodology to arrive at the quantum of these exposures.					
S0019	Remittance towards getting Technical Know How	• Application cum A-2 form with FEMA Declaration • Copy of Invoice • Income tax declarations in format 145 & 146 • Copy of Agreement mandatory for remittance amount equivalent to USD100,000/- and above • Valuation Certificate from CA regarding value of the Technical Knowhow fees.			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0803	Data base. Data processing charges	• Application cum A-2 form with FEMA Declaration • Certified copy of demand note/ Invoice. • Income tax declarations in format 145 & 146 • Copy of Agreement mandatory for remittance amount equivalent to USD100,000/- and above			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-

							cross-border-remittances.pdf
S0217	Remittance towards Mooring charges	• Application cum A-2 form with FEMA Declaration • Certified copy of Debit note/ Invoice. • Income tax declarations in format 145 & 146 • Copy of Agreement • The customer has to provide the details of port, name of the Captain etc., along with vessel name/IMO Note - payment towards Mooring charges should go to the service provider only. If remittance is going as reimbursement by Indian company towards Mooring charges paid by Overseas Parent company - • Clarification why the mooring service charges are paid by Overseas Parent			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		company. • Details of vessels for which mooring service was rendered i.e details of port, name of the Captain, along with vessel name/IMO etc. • Provide mooring service provider company invoices evidencing that they are asking for charges. • Details of payment made by overseas parent company towards Mooring Charges and with respective Invoices. For which reimbursement is being done by Indian company. • Supporting documents such as demand received from the actual service provider, confirmation that the parent company has paid the mooring charges to the service provider and seeking reimbursement form our customer.					
S0802	Software consultancy / implementation	1. Copy of Invoice/ Debit note 2. Form 145/146 3. Request letter cum A2			Team Lead - GTS Outward	Head - Global	policy-on-export-import-of-goods-services-and-

		Form 4. Underlying agreement copy if remittance amount exceed USD 1,00,000			Remittance Team	Trade Services	merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0804	Repair and maintenance of computer and software	1. Copy of Invoice/ Debit note 2. Form 145/146 3. Request letter cum A2 Form 4. Underlying agreement copy if remittance amount exceed USD 1,00,000			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0092	Sales to other ADs in India	1. Request letter cum A2 Form 2. NOC from other AD Bank for nostro funding.			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

							trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0202	Payment for operating expenses of Indian shipping companies operating abroad	Same as normal freight payment			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0220	Payments on account of freight under other modes of transport (Internal Waterways, Roadways, Railways, Pipeline transports and others)	• Application cum A-2 form with FEMA Declaration • Income tax declarations in format 145 & 146 Certified copy of the demand note/Invoice			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

							policy-framework-for-cross-border-remittances.pdf
S0301	Business travel	1) Passport copy along with business/appropriate visa. (Visa is not mandatory.) 2) Invoice Copy/ communication from the overseas entity/Letter or brochure for the conference/seminar/training, as applicable. 3) Request letter cum A2 Form			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1601	Payments on account of maintenance and repair services rendered for Vessels, ships, boats, warships, etc.	1. Copy of Invoice/ Debit note 2. Form 145/146 3. Request letter cum A2 Form			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

							policy-framework-for-cross-border-remittances.pdf
S1602	Payments on account of maintenance and repair services rendered for aircrafts, space shuttles, rockets, military aircrafts, helicopters, etc	1. Copy of Invoice/ Debit note 2. Form 145/146 3. Request letter cum A2 Form 4. Underlying agreement if amount exceed USD 100000			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1005	Accounting, auditing, book-keeping services	1Copy of Invoice/ Debit note 2. Form 145/146 3. Request letter cum A2 Form			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

							policy-framework-for-cross-border-remittances.pdf
S1016	Market research and public opinion polling service	1. Copy of Invoice/ Debit note 2. Form 145/146 3. Request letter cum A2 Form			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1017	Publishing and printing services	1. Copy of Invoice/ Debit note 2. Form 145/146 3. Request letter cum A2 Form Note: Advertisement in foreign print media for the purposes other than promotion of tourism, foreign investments, and international bidding (exceeding USD 10,000) by a State Government and its Public Sector Undertaking: Approval needed from Ministry of Finance			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1109	Other Personal, Cultural & Recreational services	1. Form 145/146 2. Request letter cum A2 Form 3. Copy of Invoice/ Debit note			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0014	Repatriation of sale of Immovable properties from NRO a/c to abroad/NRE	• Form A2-cum-request letter for Retail Outward Remittances (NRO account to overseas) OR NRO to NRE form • 145/146 (as per requirement) • Letter / Mail issued by CA giving UDIN number (Unique Documentation Identification Number) 4. Proof of source of funds: • Self-certified / attested copy of the registered sale deed for sale of property. • Self-certified / attested copy of the registered purchase deed for acquisition of property (translated copy duly attested by a notary public or an authorized translator or by an authorized branch official to ensure that the translation is correct) in English required in			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		case where the deed is in vernacular language) •Property Declaration in our Bank's laid down annexure. (Customer cannot sell and repatriate the sale consideration for more than 2 properties in lifetime) •Remittance amount should be in line with the sale and purchase deed of property and the same should reflect in the customer's bank statement clearly. **<u>Additional Documents:</u>** •Bank statement showing the debits for payment for the property (for payments from NRE / FCNR accounts or loan repaid by debits to such accounts) •FIRS (for property acquired out of funds remitted from abroad or loan repaid out of funds from abroad) •If loan was availed for purchasing the property, loan statement or release letter from the lender					

		•TDS copy / tax challan / Tax waiver certificate should be collected (legitimate tax should be paid by customer before request is placed) •if the funds have been received from another Bank. Then collect the statement for the financial year or the period from which legitimate dues were credited in that account, whichever is later.					
S1202(EMBASSY) S1301 (DIPLOMAT)	Embassy Related Transaction (Diplomat Salary Payment)	Application cum A-2 form with FEMA Declaration			Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S0306 (OTHER TRAVEL) S0305(EDUCATION TRAVEL)	Forex Card	1. Form A2 cum LRS/FEMA declaration 2. Passport copy 3. Visa or Travel ticket 4. Additional underlying document as per purpose of Travel	Card Issuance fees INR 500 + GST Load Fees - NIL Reload Fees - INR 75 + GST Backup Card Fees - INR 100 + GST Re-issuance/Replacement Fees - INR 250 + GST for Domestic INR 2500 + International Encashment fees INR 100 +GST Cross currency fees - 2.5% for Txn 2.0% for Wallet to Wallet Transfer		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
Depends in purpose of remittance	Inward Remittance	Indicative documents (non-exhaustive) required are: • Disposal instruction • Proforma/Commercial invoice • Any additional document regulatory/ commercial requirement (depends in purpose of transactions)	Rs.250/-	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance,	Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf

				credit and operational requirements are satisfied.			policy-framework-for-cross-border-remittances.pdf

D.LRS REMITTANCE

Purpose Code	Process / Service	Documents required	Charges (GST+FCY Conversion Tax, as applicable)	Time for approval / processing	Approving Authority	Authority for Appealing against rejection/ for delay	Link of bank's website where the document / information is hosted
S0001/S0002	Indian Portfolio investment abroad – in equity shares/debt instruments	1. Application cum A2 LRS form 2. Portfolio investment declaration - non-ODI declaration duly filled in 3. If account vintage is less than one year old, provide any one of the below: (a) One year statement of other Bank account or (b) Income Tax Assessment Order - last 2 years ITR returns filed 4. Documentary evidence to support source of funds for investments in debt instruments / overseas investment funds (e.g. Mutual funds, Government/corporate bonds ..etc) 5. Based on Revised RBI Guidelines dated 22082022 on OPI Overseas portfolio Investments for Resident Indians can invest in Listed Entity /Debt	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500 /-	On the same working day where a complete request is received within the applicable cut-off time and all regulatory, compliance, credit and operational requirements are satisfied.	Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		only. If unlisted then declaration as - Total Investment does not exceed 10 per cent of the paid-up capital stock of the foreign entity 6. If investment in any funds, then it need to be regulated under host jurisdiction, documentary evidence required 7. Capital Investment under EB5 Scheme - EB5 agreement between remitter and foreign entity					

S0003/S0004	Indian Portfolio investment abroad – in equity shares/debt instruments/JV/WOS	1. Refer case to Capital Account Team seeking approval to process transaction 2. Upon obtaining approval, Basis Application cum A2 LRS form case to be processed	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500/-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0005	Purchase of immovable property (Indian investment	1. Application cum A2 LRS form 2. If account vintage is less than one year old, provide any one of the below :	0.125% with a Minimum of Rs.500/- and Maximum		Team Lead - GTS Outward	Head - Global	policy-on-export-import-of-goods-

	abroad – in real estate)	(a) One year statement of other Bank account or (b) Income Tax Assessment Order - last 2 year ITR returns filed 4. Underlying registered Sale agreement / MOU between Buyer and seller including payment schedule term 5. Invoice copy / Payment term schedule / Repayment plan	of Rs. 5,000/- +SWIFT Charges Rs. 500 /-		Remittance Team	Trade Services	services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0021	Payments made on account of sale of share under Employee stock option (ESOP)	1. Application cum A2 LRS form 2. Form 15CA CB *(Not mandatory)* 3. Declaration from the Indian Company that shares under the ESOP Scheme are offered by the issuing company globally on uniform basis. 4. Declaration from the Employee as below : (i) that Return is submitted by the Indian company to the Reserve Bank through the Authorised Dealer bank giving details of remittances beneficiaries etc. (ii) Acquisition of shares or interest under Employee Stock Ownership Plan is below 10% of paid up capital and if Investor is not getting any control 5. Confirmation that outward	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500/-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

		remittance towards acquisition of ESOPs complies with Regulation 10 of Not. No. FEMA 400 as amended from time to time. i.e. sale proceeds of aforesaid ESOP shares should be repatriated immediately into India and in no case later than 90 days from the date of transferable. 6. Provide proof of employment of Resident Indian with overseas entity. 7. Provide RBI approval that issuance of ESOPS is approved to be issued to employees of subsidiary. 8. ESOP Allotment Letter and acceptance by the employee 9. Board Resolution for effecting the ESOP payment 2. If account vintage is less than one year old, provide any one of the below: (a) One year statement of other Bank account or (b) Income Tax Assessment Order - last 2 years ITR returns filed					
S0022	Indian Portfolio investment abroad – in IDR	1. Refer case to Capital Account Team seeking approval to process transaction 2. Upon obtaining approval, Basis Application cum A2 LRS form case to be processed	0.125% with a Minimum of Rs.500/- and Maximum of Rs.		Team Lead - GTS Outward	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

			5,000/- +SWIFT Charges Rs. 500 /-		Remittance Team		trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0023	Opening of foreign currency account abroad with a bank	1. Application cum A2 LRS form 2. If account vintage is less than one year old, provide any one of the below: (a) One year statement of other Bank account or (b) Income Tax Assessment Order - last 2 years ITR returns filed 3. Evaluate source of funds - high value credit/ cash deposit into customer account support for sending remittance- - BM approval on due diligence required	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500 /-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0011	'Others' such as loan to NRI close relatives	1. Application cum A2 LRS form 2. Documentary evidence on loan availed.	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

			+SWIFT Charges Rs. 500 /-				trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0301	Business Travel	1. Application cum A2 LRS form 2. Invoice copy / communication from overseas entity or brochure for the conference/seminar/training, as applicable	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500 /-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0303	Travel for Pilgrimage	1. Application cum A2 LRS form 2. Invoice copy / communication from overseas entity 3. Valid Passport Copy along with appropriate visa	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

			+SWIFT Charges Rs. 500 /-				trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0304 / S1108	Maintenance Expenses for attendant accompanying the patient abroad / Medical Treatment	1. Application cum A2 LRS form 2. Invoice copy received from the Doctor / Medical Institutions abroad 3. Declaration from customer for purpose of travel along with details of treatment, hospital, country of travel.	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500 /-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0306	Other travel (including holiday trips and payments for settling international credit cards transactions, towards Employment	1. Application cum A2 LRS form 2. Invoice copy / communication from overseas entity 3. Letter of appointment form overseas employer in case of employment only	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-

	abroad)						trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S0601	Life Insurance premium except term insurance	1. Application cum A2 LRS form 2. Underlying policy document 3. Invoice copy / Communication / letter from overseas entity.	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500 /-				
S0603	Health Insurance - Other general insurance premium including reinsurance premium	1. Application cum A2 LRS form 2. Underlying policy document 3. Invoice copy from overseas entity 4. General Insurance Declaration	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500 /-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1107 / S0305	Studies abroad / Travel for education	1. Application cum A2 LRS form 2. supporting document related to education i.e., Proof of admission/Estimate from Overseas College Institution addressed to student giving the details of course and fee structure 3. University / institute / training centre letter as per payment instructions viz CIBC, flywire Letter, fee demand invoice etc 4. Education Loan document if avail concession on TCS.	Rs 500+ SWIFT Charges Rs 500		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1301	Maintenance of close relatives	1. Application cum A2 LRS form 2. Purpose permissible only to a person close relative as per the Companies Act 2013. List of close relatives is indicated below for ready reference : a) Father (Including Stepfather) b) Mother (Including Stepmother) c) Son (Including step son) d) Son's wife e) Daughter f) Daughter's Husband g) Brother (Including step-brothers) h) Sister (Including Step-sisters)	Rs 500+ SWIFT Charges Rs 500		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1302	Gift	1. Application cum A2 LRS form 2. "Gift", being of a personal nature, should be made favouring an individual with residential status as 'NRI' / 'OCI' and not to a resident Indian / corporate entity.	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500 /-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf

S1303	Donations	1. Application cum A2 LRS form 2. Payment instructions from overseas entity	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500 /-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf
S1307	Emigration	1. Application cum A2 LRS form 2. Agreement / Invoice copy / communication from overseas entity 3. Valid Passport copy	0.125% with a Minimum of Rs.500/- and Maximum of Rs. 5,000/- +SWIFT Charges Rs. 500 /-		Team Lead - GTS Outward Remittance Team	Head - Global Trade Services	policy-on-export-import-of-goods-services-and-merchanting-trade-transactions.pdf policy-framework-for-cross-border-remittances.pdf