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ANNEXURE - V

For Office Use	
Date & Time of Receipt	Bill Ref. No.
(To be filled in by Branch)	(To be filled in by CPC)

REQUEST LETTER FOR EXPORT BILL PROCESSING

To
The Branch Manager,
Kotak Mahindra Bank Ltd.,
-----MANINAGAR----- Branch

Dear Sir/Madam,

Sub. : Export Documents for Purchase / Negotiation / Discounting / Collection /
Rupee Advance

We enclose herewith the following export documents:

Bill amount - USD Tenor- AT SIGHT

Our I.E. Code No. 0809007339

Documents	Drafts	Invoice	Transport Doc. B/L/ AWB / LR	Pkg. List	Insu. policy	Cert. Of Origin	Test Cert	Other s	GR
Original	N/A								
Duplicate	N/A	1	1	1			1	1	
No. of documents to be sent to foreign bank / as per export L/C									
Original	N/A	3	3	3	--	1	1	1	
Duplicate	N/A		3			1			

Other documents enclosed...

- ◆ Original L/C No. 5494BTY210754 dated 27-01-2014 of BANCO SANTANDER, S.A. along with all amendments (No of amendments- 01) and advising letters duly stamped with revenue stamp on the reverse.
 - ◆ GR form Nos.
-

Kindly note our following instructions: (mark X wherever applicable)

1.	Documents to be delivered against PAYMENT / ACCEPTANCE **	PAYMENT
2.	All banking charges outside India are for our / their (drawee) A/C	
3.	PROTEST / DONOT PROTEST ** for non-payment / non acceptance	
4.	If unpaid / unaccepted, store and insure goods	
5.	Debit all charges including charges in connection with item 4) & 5) to our Account No. 01592090001046 With yourselves.	
6.	Please forward the documents in one lot by COURIER / REDG. AIR MAIL ** at our cost, risk and responsibility to (name & address of bank)	
7.	Please forward export documents under LC on approval basis inspite of discrepancies if any	

(** Please strike out which is not applicable)

8.	PROCEEDS DISPOSAL INSTRUCTIONS. (mark X wherever applicable)		
	Please credit proceeds (Amount) _____ to Packing credit account no. _____ with you and balance to Operative account No. _____ with you.		
	Please credit (Amount) USD _____ EEFC A/C No. 9111381275 with you OR _____ (Name of the bank and branch with detailed instructions)		
	Please remit proceeds in INR by P.O. or remit through T.T. as per instructions enclosed.		
	Please use the forward contract (s), as given below.....		
	Forward Contract No. & Date	Forward Contract Amount	Amount to be Utilized for this remittance
			Due Date of the Contract

DECLARATION - CUM - UNDERTAKING

I/We hereby declare that the transaction the details of which are specifically mentioned in this request letter does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the aforesaid Act or of any rules, regulation, notification, direction or order made thereunder. I /We also hereby agree and undertake to give such information/documents as will reasonably satisfy you about this transaction in terms of the above declaration. I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention/evasion is contemplated by me/us report the matter to Reserve Bank of India.. I/We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the company.

Yours faithfully,
For MANOHAR INTERNATIONAL

AUTHORISED SIGNATORY

GUIDELINES /CHECKLIST FOR THE APPLICANT FOR ENSURING SPEEDY & ERROR FREE REMITTANCE - REQUEST LETTER FOR EXPORT BILL PROCESSING

1. REQUEST LETTER TO BE SIGNED BY AUTHORISED SIGNATORY OF THE COMPANY
2. ENSURE THAT ALL COLUMNS ARE FILLED IN THE REQUEST LETTER
3. DECLARATION CUM UNDERTAKING IS REQUIRED UNDER SEC.10 (5), CHAPTER III OF FEMA 1999), MENTIONED IN THE REQUEST LETTER.