

**(To be completed by the applicant in block letters using black ink pen)**

<b>Branch Name –</b>
<b>Date -</b>

We request/ authorise you to convert the funds from our EEFC / RFC (D) / Diamond Dollar account as per details given below :

**1. Applicant's Details :**

Applicant's Name			
Applicant's Address			
Contact Person's Name			
Mobile Number		E Mail ID	
Import Export Code			

Currency		Amount (In words)	
Amount (In figures)			

**2. EEFC / RFC (D) / DDA Account Number :**

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**2. a. Operative Account Number :**

CA/ CC/ OD	
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**3. We request Bank of Baroda –**

- To take the conversion rate on our behalf**
- To utilize Forward Contract already booked by us as per the following details :**

Forward Contract Number:		Date:	
Forward Contract Amount:		Due Date of Contract:	
Amount to be utilized for conversion			
Exchange rate as per Forward Contract			

**Other relevant declarations:**

- I/we agree that the exchange rate will be applicable at the time of deal booking and may vary from the rate prevailing when the request is submitted. I/we also understand that the rate communicated to us (if any) is an indicative rate and the actual rate may be different from the same.
- I/we agree that in the event the transaction is cancelled or revoked by me/us after submitting the request for processing to the bank any exchange losses incurred in this connection can be charged to my/our Bank of Baroda account.

**FEMA DECLARATION**

**(Under Section 10(5), Chapter III of The Foreign Exchange Management Act, 1999)**

I/We hereby declare that the transaction, the details of which are specifically mentioned in this letter does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the aforesaid act of any rule, regulation, notification, direction or order made 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 under take that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance there with, 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 firm/company.

**DATE**

D	D	M	M	Y	Y	Y	Y
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**(Authorised Signatory with Company/ Firm seal)**



----- TEAR IT FROM HERE -----

**:- ACKNOWLEDGMENT (To be retained by the customer):-**

Received an application for \_\_\_\_\_ (request type) for the amount of \_\_\_\_\_ from M/s \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM for its onward submission to TFBO, Gift City for further processing vide Acknowledgement Number/Reference ID: \_\_\_\_\_.

Date: \_\_\_\_\_

Seal & Sign of Branch Official