

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

Branch Name –

Date -

We have exported following commodity/goods and request you to lodge/ finance as per details given below towards the export of goods:

Request for (Tick the appropriate option):

<input type="checkbox"/> Collection Bills (FBC)	<input type="checkbox"/> Against 100% Advance (FBM)	<input type="checkbox"/> Direct Bills - Collection (FBCA)	<input type="checkbox"/> Bill Purchase – Non LC (FPO)
<input type="checkbox"/> Bill Purchase – LC(FPL)	<input type="checkbox"/> Bill Purchase FCY (FCP)	<input type="checkbox"/> Bill Discount - Non LC (FDO)	<input type="checkbox"/> Bill Discount- LC (FDL)
<input type="checkbox"/> Bill Discount FCY (FCD)	<input type="checkbox"/> Bill Negotiation-LC (FBN)	<input type="checkbox"/> PSDL	

Under Letter of Credit Yes No (Original export LC with endorsements, if any, is enclosed)

If under Letter of Credit, please provide following details:

LC Number : _____ Advising Bank's Name : _____
 Whether documents on approval basis : Yes No

Advance payment received against Export Bill (if Any) Partial Full NA
 Inward Reference Number _____ Currency _____ Amount _____
 E-FIRC Number _____ (If multiple Inward remittances/E- FIRC, details as per annexure I)

1. Bill Details :

Bill Currency		Bill amount (In words)	
Bill amount (In figure)			
Terms of Payment	<input type="checkbox"/> Sight <input type="checkbox"/> Usance _____ days from _____		
Exported goods/ Service		H S Code	
Port of loading		Port of Destination	
Bill of Lading/ Air Consignment number/ FCR Number			
Shipping Bill/ EDF Number	(If multiple shipping bills details as per annexure II)		
Shipping Bill date		Port Code	
Country of Origin of goods			

2. Exporter's (Drawer) Details :

3. Buyer's (Drawee) Details :

Name and address	Name and address
Contact person	Country
Contact number	E mail Id
E mail ID	

4. Buyer's(Drawee) Bank Details :

Bank Name and Address	
Swift Code	

5. Documents attached (Number of documents) :

Documents	Bill of Exchange/ Draft	Commercial invoice	Transport Doc (B/L, AWB, LR, etc)	Packing List	Insurance Policy	Cert. of origin	Test Cert	GR/ Shipping Bill	Others
Original									
Duplicate									

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

6. Instructions to bank :

a. Please deliver the document against	<input type="checkbox"/> Payment	<input type="checkbox"/> Acceptance																				
b. In case of Non payment/ Non acceptance	<input type="checkbox"/> Protest	<input type="checkbox"/> No protest																				
c. Credit the proceeds in :																						
Type of account	<input type="checkbox"/> CA <input type="checkbox"/> CC <input type="checkbox"/> OD <input type="checkbox"/> EEFC/RFC/DDA <input type="checkbox"/> PC/PCFC																					
Account Number	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					
d. I/ We authorise you to debit my/ our below account for charges (if different from above accounts)																						
CA/ CC/ OD	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					
e. Forward the full set of documents in courier/ airmail to <input type="checkbox"/> Buyer's bank <input type="checkbox"/> Buyer																						

7. Forward Contract details (if booked and to be utilised for this transaction and applicable in case of export of goods) :

Convert the proceeds on receipt of funds/ purchase/ discount/ negotiation/ discounting under LC for this bill by utilizing the Forward Contract details of which are mentioned below :-

Forward Contract Number:		Booking Date:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y				
Forward Contract Amount:		Due Date of Contract:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y				
Amount to be utilized											
Exchange rate of forward booking											

a. If pre shipment is availed against the order from our bank, PC/ PCFC Number _____

b. If pre shipment is availed against the order from other bank PC/ PCFC Number _____, NOC from the bank from which Pre shipment is availed and Bank details to which PSFC is to be transferred :

Bank Name - _____

Bank Account Number - _____

Swift Code - _____

8. Post Shipment Demand Loan :-

Please grant PSDL of INR _____ (in figures), _____ (in words) against the captioned bill.

** (Maximum amount as per sanction terms)*

9. Additional information :-

In case export documents are submitted after 21 days from the date of shipment provide delay reason :

Is remitter of funds a third party - Yes No

(* If Yes, Tripartite agreement and purchase/ sale order are to be enclosed and third party name is declared in the Shipping Bill/ EDF.

10. Special Instructions (If any) :-**DATE**

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

FEMA DECLARATION (Applicable in case of export of goods) :
(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 requirements 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 the above debit authority, declaration and undertaking on behalf of the firm/company.

OTHER GENERAL DECLARATIONS

1. We agree and are bound to comply with all prevailing rules and regulations applicable for this transaction.
2. We agree that bank of baroda uses to the services of other correspondent banks to provide services to their customers. We understand that the bank is taking due care to protect the interest of its customers and they are not responsible if any loss/delay/any other damages occur due to the corresponding bank and/or the overseas bank.
3. We authorize you to convert the captioned inward remittance without referring to us, if the amount is credited in our EEFC/RFC/diamond dollar account and remains unutilized on or before the last day of the succeeding calendar month at the best possible rate.
4. I/we also 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.
5. 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.
6. In case of merchant trade transaction i/we undertake to complete the entire export and import leg within a maximum period of 270 days and also undertake that outlay of funds will not exceed 4 months and without incurring any financial loss. We also undertake that both the legs of the merchant trade transaction will be routed through bank of baroda only.
7. I/we also declare that the transaction does not have linkage with specially designated nations and blocked person (SDN) countries listed under OFAC/UN sanctions in any manner .I/we undertake not to hold bank of baroda responsible for any of its action or inaction in respect of the OFAC-linked/UN sanctioned transactions.

DATE

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

Documents enclosed : (Tick all that are relevant)

- Multiple Inward remittance/ E- FIRC details as per annexure I
- Multiple Shipping Bill details as per annexure II
- Original Export LC
- Other documents, if any (Please specify)