# FRAMEWORK FOR CROSS-BORDER TRANSACTIONS

| Sr No | Products | Documents Required | Timeline | Charges |
|---|---|---|---|---|
| 1 | ADVANCE PAYMENT AGAINST IMPORTS | a) Application for outward remittance – Imports<br>b) Proforma Invoice /Sales Contract mentioning Incoterms, Terms of payment, HSN code etc. duly authenticated by Seller and Buyer. | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 2 | PAYMENT AGAINST IMPORTS | a) Application for outward remittance-Imports<br>b) Copy of commercial Invoice duly accepted/signed by the applicant.<br>c) Copy of Bill of Entry/ Courier bill of entry<br>d) Copy of Bill of Lading/Airway Bill/consignment note | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 3 | Import Collection Document (DP/Sight Basis) | a) Application for outward remittance -Imports<br>b) Original Collection Letter of the overseas bank/party.<br>c) Copy of Commercial Invoice, Packing List and Bill of Lading<br>d) Request letter from client for release of documents<br>e) Copy of Bill of Entry to be submitted within 90 days. | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 4 | Import Collection Document (DA/Usance basis) | a) Application for outward remittance-Imports<br>b) Original Collection Letter of the overseas bank/party.<br>c) Copy of Commercial Invoice, Packing List and Bill of Lading/airway bill.<br>d) Copy of Bill of Entry/ Courier bill of entry<br>e) Bill of exchange duly accepted by client.<br>f) Request letter from client for release of documents | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 5 | EXPORT BILLS NOT DRAWN UNDER LETTER OF CREDIT | a) Application for Foreign Documentary Bill for collection covering letter duly filled containing instructions whether the documents should be forwarded to Overseas Banker OR Buyer.<br>b) Invoices<br>c) Full set of Bill of Lading or Air Consignment note or Post Parcel Receipt (as applicable)<br>d) Insurance Policy or Certificate: (if shipment terms are CIF or C&I).<br>e) Other Documents-such as Packing List, Certificate of Origin, Health Certificate, Weight List, General System of Preference (GSP) etc. (depending upon the requirements of overseas buyers)<br>f) Copy of Shipping Bill. | If all required documents are submitted, request will be processed on T+1 working day. | As per Annexure I |

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|---|---|---|---|---|
| 6 | EXPORT BILL DRAWN UNDER LETTER OF CREDIT | a) Application for Foreign Documentary Bill for Purchase/Discount/Negotiation covering letter duly filled<br>b) Original LC and original amendment copy if any.<br>c) Al Documents as per LC Terms<br>i) Copy of Shipping Bill. | If all required documents are submitted, request will be processed on T+2 working days. | As per Annexure I |
| 7 | INWARD REMITTANCES FOR OTHER THAN EXPORTS | a)Inward Disposal Instruction from the clients with the details i.e. name of the remitter, amount, purpose etc. along with FEMA Declaration<br>b) Supporting Documents wherever needed | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 8 | REMITTANCE UNDER LRS | a) Application for outward remittance – (Non Imports)<br>b) Copy of Pan card. | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 9 | REMITTANCES OTHER THAN IMPORT | a) Application for outward remittance- (Non Imports)<br>b) Documentary Evidence/declaration<br>c) Form No.145 duly signed by the applicant and Form 146 duly signed by CA along with membership number and UDIN (wherever applicable) | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 10 | REMITTANCE FOR STUDIES ABROAD | a) Application for outward remittance – (Non Imports)<br>b) TRS form duly filled<br>c) Copy of admission letter from the University specifying student name/course name and duration of the course.<br>d) Copy of visa and passport.<br>e) Copy of I-20 from US university if applicable.<br>f) Copy of Pan card. | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 11 | REMITTANCE FOR FREIGHT PAYMENT | a) Application for outward remittance – (Non Imports)<br>b) Copy of Invoice duly accepted by the applicant<br>c) Copy of Bill of Lading/ Airway Bill<br>d) Form No.145 duly signed by the applicant and Form 146 duly signed by CA along with membership number and UDIN. | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |

| Sr No | Products | Documents Required | Timeline | Charges |
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| 12 | OPENING OF FOREIGN LETTER OF CREDIT | a) Foreign LC Application form duly franked with requisite stamp fees of Rs.500/-<br>b) Proforma Invoice /Sales Contract mentioning Incoterms, Terms of payment etc. duly signed by seller and buyer along with annexure if any for extra conditions to be mentioned.<br>c) Application for outward remittance-Imports duly filled<br>d) Insurance policy for 110% of the invoice value duly endorsed/assigned in favour of the Bank, wherever applicable.<br>e) In case the LC is opened against Import Licence, Exchange control copy of the same to be enclosed | If all required documents are submitted as per Bank's internal policy (subject to limit sanctioned), request will be processed on T+2 working days. | As per Annexure I |
| 13 | Sale of Currency to Customer | a) Copy of Air ticket.<br>b) Copy of the passport with visa<br>c) Application for outward remittance- (Non Imports) duly filled.<br>d) Proof, if any of the purpose for which visit is made in case of Business visit. | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 14 | Encashment of Currency from Customer | a) Request Letter<br>b) Visa copy along with immigration stamp (in case of NRI customers) | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 15 | Merchanting Trade Transaction (MTT) | a) Form A-2 for Outward Remittance<br>b) Disposal Instructions along with FEMA Declaration For Inward remittance<br>c) MTT Declaration Form<br>d) Contract/PO/Commercial Invoice pertaining to both import and export Leg<br>e) Packing list<br>f) Transport Document<br>g) Insurance Documents<br>h) Any other Documents as may be required to the satisfaction of AD<br>i) DGFT license whether applicable | If all required documents are submitted on or before 2pm it will be processed on same business day and after 2pm, it will be processed on next business day. | As per Annexure I |
| 16 | Foreign Direct Investments (FDI) | Inward Remittance<br>(a) Disposal Instructions alongwith FEMA Declaration<br>(b) FCGR/ FCTRS related documents<br>(c) Valuation Certificate<br>(d) KYC Report<br>(e) Board resolution<br>(f) Share subscription agreement<br>(g) Regulatory approvals, wherever applicable<br><br>Documentation may change according to the nature of the transaction. | Upon submission of all the compliant documents T + 2 Business days | As per Annexure I |

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|---|---|---|---|---|
| 17 | Overseas Direct Investments (ODI) | a) Application for Outward remittance (FormA2)<br>b) Form FC<br>c) Board Resolution<br>d) CA Certificate on Networth<br>e) Valuation Report<br>f) Share Purchase/ JV Agreement<br>g) Audited Financial Statements<br>h) Copy of Pan Card of the Indian Entity<br>i) MOA/AOA of the Indian Entity<br>j) MOA/AOA of Foreign Entity.<br>k) Copy of registration certificate of the foreign entity<br>The above checklist is indicative. Documentation may change according to the nature of the transaction. | Upon submission of all the compliant documents T + 5 Business days | As per Annexure I |
| 18 | Overseas Portfolio Investment | a) Form A-2- LRS /Disposal Instructions alongwith FEMA Declaration<br>b) Request Letter<br>c) Investment Details<br>d) Share holding/ Control Declaration<br>e) PAN/KYC Documents<br><br>The above checklist is indicative. Documentation may change according to the nature of the transaction. | Upon submission of all the compliant documents T + 5 Business days | As per Annexure I |
| 19 | External Commercial Banking (ECB) | External Commercial Borrowings (ECB)<br>(a) Disposal instructions and FEMA Declaration<br>(b) Form ECB and reporting documents<br>(c) ECB registration/ LRN related documents<br>(d) Board Resolution<br>(e) COI, MOA, and AOA of borrowing Indian Company<br>(f) Copy of borrowing Indian company's PAN card and the Certificate of Incorporation (showing the Corporate Identification Number - CIN).<br>(g) Detailed computation showing compliance with the Minimum Average Maturity Period (MAMP).<br>(h) Proof of earlier FDI - FCGPR/ FCTRS approved letter or email by RBI/ AD bank (if applicable).<br>(i) Self-Certified Drawdown and Repayment schedule<br><br>The above checklist is indicative. Documentation may change according to the nature of the transaction. | Upon submission of all the compliant documents T + 5 Business days | As per Annexure I |

**Note: 1. Status report of the overseas client wherever applicable.**
**2. Bank may seek additional documents/information wherever considered necessary for regulatory Compliance or risk management purposes.**
**3. Outward Remittances exceeding USD 200,000/- or its equivalent shall be approved at IBD.**

# Annexure- I

| SR NO | PRODUCTS | CHARGES | |
|---|---|---|---|
| 1 | **EXPORTS** | | |
| 1.1 | Commission on Export Bills Sent for collection and under LC | 0.075% of Bill amount minimum Rs.750 and maximum Rs.15000 | |
| 1.2 | Nostro Expenses | Rs.400 | |
| 1.3 | Courier Charges (Foreign) | Rs. 2000 | |
| 1.4 | Bills under LC scrutiny charges | Rs.1000 per document in addition to the charges for collection of commission | |
| 1.5 | Handling charges for export bills where 100% advance payment is received by our Bank | 0.050% of Bill amount minimum Rs.750 and maximum Rs.15000 | |
| 1.6 | Other Banks FIRC (Bills lodged with our Bank but payment received by other Bank) | 0.075% of utilized amount minimum Rs.750 and maximum Rs.15,000 | |
| 1.7 | Export Bills Late Realization | Rs.1000 to be collected at the time of realization of bill.(applicable after 30 days from the due date) | |
| 1.8 | Application for export bill write off/set off(in addition to the collection charges) | Rs.2500/- per shipping bill | |
| 1.9 | Issue of certificates | Rs.500 | |
| 1.10 | Swift Charges for payment reminder / request by client | Rs.750 per page | |
| 1.11 | Handling charges for Dishonor / Return of Export bills | Collection charges + Rs.1000 handling charges | |
| 1.12 | Export LC Advising | Clients - Rs.1500 | |
| | | Non clients - Rs.2500 | |
| 1.13 | Export LC Amendment Advising | Clients- Rs.1000 | |
| | | Non clients- Rs. 1500 | |
| 1.14 | Export LC Confirmation | As per import LC Charges | |
| 2 | **IMPORT LC** | | |
| 2.1 | Commitment Commission | 0.15% per quarter subject to minimum of Rs.1000 | |
| 2.2 | Usance Commission Sight | 0.15% per quarter subject to minimum of Rs.1000 | |
| 2.3 | Other than Sight | 0.30% for 3 months and thereafter 0.075% per month subject to minimum of Rs.1000 | |
| 2.4 | Swift Charges for LC issuance | Full Text | Rs.2500 |
| | | Short Cable | Rs.500 |
| 2.5 | Postage | Foreign | Rs.2000 |
| | | Inland | Rs.150 |
| 2.6 | Payment of bills received under LC | 0.15% of remittance amount minimum Rs.1000 | |
| 2.7 | Other Charges for LC payment | SWIFT - Rs.500 | |
| 2.8 | | Nostro- Rs.400 | |
| 2.9 | Discrepancy charges in case of non- confirming documents under LC | USD100 per document | |

| SR NO | PRODUCTS | | CHARGES |
|---|---|---|---|
| 2.10 | LC Amendment commission | | Rs.750 flat except tenor, value and validity |
| 2.11 | SWIFT charges for LC Amendment per page | | Rs.1000 |
| 2.12 | LC Cancellation commission (At customer request) | | Rs.750 |
| 2.13 | Issue of Delivery Order for air shipment | | Rs.1500 per DO |
| 2.14 | Issuance of Shipping Guarantee | | Rs.1000 |
| 2.15 | Bills returned under LC | | USD 100 or its equivalent per document |
| 2.16 | Other SWIFT message charges | | Rs.750 per page |
| **3** | **IMPORT TRANSACTIONS** | | |
| 3.1 | Commission on import payment | | 0.15% of remittance amount subject to minimum Rs.1000 & maximum Rs.15000 |
| 3.2 | SWIFT charges | | Rs.500 |
| 3.3 | Nostro charges | | Rs.400 |
| 3.4 | Use of PCFC/EBRD for outward remittances(in lieu of Exchange margin) | | 0.10% of amount utilised subject to minimum Rs.500 |
| 3.5 | Late payment charges for import bills | | Rs.1000 |
| 3.6 | Bills returned under collection bills | | 0.10% of bill amount subject to minimum Rs.1000 |
| 3.7 | Other SWIFT message charges | | Rs.750 per page |
| 3.8 | Lodgement of import collection Bills | | Rs.750 Swift charges +<br>Rs.500 Handling charges |
| 3.9 | Follow up for Submission of Bill of Entry (BOE) | | Rs. 500/- if the BOE is not submitted within 180 days from the date of last remittance. (Charges to be recovered at the time of submission of Bill of Entry) |
| 3.10 | Bill Retirement Commission for collection bills paid by arranging Trade Credit | | 0.40% of remittance amount subject to minimum Rs.1000 & maximum Rs.15000 |
| **4** | **FOREIGN INWARD REMITTANCES** | | |
| 4.1 | Commission | | Rs.300<br>(Free for NRI Accounts) |
| 4.2 | Commission on FIR for Non Clients | Upto Rs.100,000 | Rs.300 |
| | | Above Rs.100,000 | Rs.500 |
| 4.3 | FIRC | | Rs.250 per certificate |
| **5** | **FOREIGN OUTWARD REMITTANCES** | | |
| 5.1 | Non-trade remittances | | 0.15% of remittance amount subject to minimum Rs.500. FREE for NRE/FCNR deposit repatriation |
| 5.2 | Foreign Outward Remittances and for education fees/ living/ hostel fees/ accommodation or any other remittances for education purpose.<br>Note: NO COMMISSION to be collected if payment is made in favour of University/ School/ College. | | Commission : Rs.500<br>Swift : Rs.500 |
| 5.3 | Swift Charges | Non-trade remittances | Rs.500 |

| SR NO | PRODUCTS | CHARGES |
|---|---|---|
| 5.4 | Other SWIFT message charges | Rs. 750 per page |
| 5.5 | Commission in lieu of exchange | 0.10%<br>Min Rs.500 &<br>Max Rs.10,000 |

**TRANSACTION PROCESS FLOW:**

1. The Customer has to submit the following requirements to the Branch:
   - ✓ Request/application in prescribed format (as applicable)
   - ✓ Supporting Documents
   - ✓ Regulatory Declaration

2. On receipt of requisite documents, Branch shall verify the following details and forward the documents to respective Foreign Exchange Department (FED):
   - ✓ KYC Compliance
   - ✓ AML/CFT checks
   - ✓ Purpose of transaction and Supporting documents thereof
   - ✓ FEMA/RBI compliance
   - ✓ Availability of funds

3. On receipt of duly complied documents, FED shall verify:
   - ✓ AML/CFT checks
   - ✓ Purpose of transaction and supporting documents thereof
   - ✓ Sanction screening
   - ✓ Transaction processing and monitoring

4. Upon satisfactory verifications:
   - ✓ Transaction shall be processed by FED
   - ✓ SWIFT/Payment confirmation will be generated

**Disclaimer:**

1. Documentation requirement mentioned in the framework is only indicative and may vary depending upon:
   - ✓ Nature of Transaction
   - ✓ Regulatory guidelines from time to time
   - ✓ Risk assessment
   - ✓ Bank's Internal Policy
   - ✓ Country specific requirements

2. Bank may seek additional documents/information wherever considered necessary for regulatory compliance or risk management purposes.

3. Processing timeline may get impacted due to :
   - ✓ Regulatory restrictions
   - ✓ Correspondents bank delays
   - ✓ Network/SWIFT issues
   - ✓ Currency market disruption
   - ✓ Natural calamities
   - ✓ Public holidays in remitting/beneficiary countries.

4. Bank reserves the right to:
   - ✓ Decline the transaction with proper justification.
   - ✓ Seek additional clarification/information/papers/documents wherever required, as per regulatory/statutory guidelines
   - ✓ Delay the processing of the transaction due to pending submission of required information/ documentation as per Bank's /regulatory requirement.

**Escalation Matrix – Complaint Resolution Process**

Please click on https://www.bharatbank.bank.in/dynamic/CustomerFeedback.aspx for feedback, suggestion or lodging any complaints.