

Direct Import Payment

Sr. No.	Particular of Documents	Mandatory / Optional	Pg. Nos.
1.	Request Letter	M	2-5
2.	Commercial Invoice	M	6
3.	Copy of Transport Documents (BL/LR/TR/AWB etc.)	M	7
4.	Original exchange control copy of Bill of Entry (BOE).	M	
5.	CA certificate should be provided in lieu of BOE for software imports	M	

Pre Checks

1. Direct Payment more than USD 0.3 mn from Proprietorship / Partnership Firm requires prior approval from RBI.
2. Original Import Licence would be required in case the goods fall under the category of for in case the goods imported are in negative/restricted list of Import in India.
3. Reasons for delay in payment should be furnished where the payment is delayed more than 6 months from date of shipment.
4. In case BOE is not available due to goods in transit, declaration should be provided for submission of the BOE within 15 days.
5. Adequate balance should be available in the account for making the Direct Import Payment.
6. RBI/FEMA guideline will be applicable from time to time.
7. Depending on the nature of transaction ICICI Bank may ask for additional documents as and when required.

Post Transaction – Compliance

6. In case BOE not submitted at the time of Direct Import Payment, BOE to be submitted within 15 days from the date of transaction.

For Office Use

Date & Time of Receipt	Tracking Reference No.	Bill Ref. No.

(To be filled in by Branch) (To be filled in by Branch) (To be filled in by Branch)

(This letter needs to be taken from customer on their letter head, if taken on plain paper then seal of the customer needs to be affixed at all the places it is signed)

CUSTOMER REQUEST LETTER FOR DIRECT IMPORT BILLS

The Branch Manager,
ICICI Bank Limited,
-----Branch

Date:

Dear Sir/Madam,

Account Number

We have imported the following commodities / Goods:

1	Commodity	
2	Type of goods (Tick <input checked="" type="checkbox"/>)	{ } Capital { } Non Capital
3	Dealing as a: Tick <input checked="" type="checkbox"/>	{ } Trader { } Manufacturer
4	H.S.Code	
5	I. E. Code No.	<input type="text"/>
6	PAN	<input type="text"/>

We hereby request you to remit the amount as per the details given below towards the import of goods (documents received directly from the overseas supplier by us (C2C) or by you (C2B):

1	Amount to be remitted (in foreign currency and in words)	
2	Value date (applicable only if value date in the swift message is to be mentioned other than today)	
3	Remitter's name & address	
4	Beneficiary's name & address	
5	Beneficiary's bank account no; bank's name & complete address along with swift code	

6	Beneficiary's Bank's correspondent bank name, address along with swift code	
7	Is the Beneficiary same as the Overseas Supplier	Y/N <i>(Strike off whichever is not applicable)</i>
8	Brief message (the details to be mentioned in swift message for overseas supplier's information)	
9	Foreign bank charges (strike off whichever is not applicable)	<input type="checkbox"/> To our account <input type="checkbox"/> Beneficiary' account
10	Is the remittance being made for merchant trade transaction? If yes please follow the process for MTT transactions as per import circular	Yes/ No <i>(Strike off whichever is not applicable)</i>
11	Part Payment of the total shipment	Yes/ No <i>(Strike off whichever is not applicable)</i>

Import Particulars

Invoice Details*		Harmonised System of Classification*	Country of origin of goods*	Country from which goods are consigned*	Mode of shipment (air, sea post, rail river, transport port, etc.)*	Date of shipment (if not known approximate date)*
No. and Date	Amount					

Debit authorisation:

We request you to debit our current/EEFC/ Cash Credit Account no.:

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for an amount of ₹<Amount> and the balance amount to our Current Account / Cash Credit account no.:

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along with your charges as applicable).

The details of forward contract(s), if any, booked against this payment is/are as follows:

Forward contract no. and date	Forward contract amount	Amount to be utilised for this remittance	Due date of the contract

Reasons of delayed payment:

(Applicable if payment is being made after stipulated time as per FEMA guidelines; i.e. after 90 days / six months from the date of shipment)

DECLARATION-CUM-UNDERTAKING

Section- A (Import Evidence Declaration) (Tick as applicable)

{ } We hereby undertake that we shall submit the documentary evidence of import (i.e. Bill of Entry for home consumption / courier wrapper / Postal Appraisal Form / Customs Assessment Certificate, as applicable) within three months from the date of payment / acceptance of documents

OR

{ } We enclose the custom stamped Exchange Control Copy of bill of entry / Courier wrapper / Postal Appraisal Form / Customs Assessment Certificate as an evidence of import of the said goods.

Section - B (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 the schedule hereunder 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 understand that if I/ we refuse to comply with any such requirements 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.

SCHEDULE: Details of the foreign exchange transaction are given herein this request letter.

Section - C (NNL-Non Negative List declaration)

We hereby affirm, declare and undertake that: Tick as applicable out of the following:

The goods imported/ being imported by us are not covered under Negative list, Restricted category and the items reserved for State Trading Enterprises (STEs)/ Nominated Agencies as per the latest Foreign Trade Policy (as amended till date) notified by Government of India, Ministry of Commerce & Industry, Department of Commerce, Directorate General of Foreign Trade, New Delhi. Accordingly, we are eligible to import the above mentioned goods under the said Foreign Trade Policy (FTP). We shall comply with the provisions contained in the said policy.

Or The goods imported/ being imported by us are covered under Restricted category as per the latest Foreign Trade Policy (as amended till date) notified by Government of India, Ministry of Commerce & Industry, Department of Commerce, Directorate General of Foreign Trade , New Delhi and the Import Licence/Authorisation under which the goods imported/being imported, is enclosed. We shall comply with the conditions and provisions of said licence and also the said policy.

Or

The goods imported/ being imported by us are covered under the category of items reserved for State Trading Enterprises (STEs)/ Nominated Agencies as per the latest Foreign Trade Policy (as amended till date) notified by Government of India, Ministry of Commerce & Industry, Department of Commerce, Directorate General of Foreign Trade, New Delhi and accordingly we are eligible to import the above mentioned goods under the current Foreign Trade Policy in place and we shall comply with the provisions of the said policy.


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.

*Applicable when the declaration /undertaking is signed on behalf of the firm / company.

*The necessary document for processing the transaction to be shared along with this customer request letter.

Yours faithfully,

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AUTHORISED SIGNATORY

(For seal of the company / firm to be affixed at the place of signature)

INVOICE

Exporter and Beneficiary:- Name and Address of Exporter / Seller		Invoice No. and date: ABC123 01/012020		Exporter Ref: XYZ123	
Buyer:- Name and address of Buyer		Buyer Order No. Date:- OPQ123 01/01/2020			
Consignee:- Name and address of the party whom goods will be delivered other than Buyer		Country of Origin:		Country of final destination:	
Pre-carriage by:		Place of receipt by pre-carriage:		Terms and Delivery of Payment	
Vessel / Flight No.:		Final destination:		Payment Terms: 100% Advance / 30 % Advance Balance on copy of BL / 90days usance	
Port of Loading		Port of Discharge		Delivery Terms: CIF/FOB	
Shipping Marks (Can modify as per requirement)	Packaging Details (Can modify as per requirement)	Description of Goods	Quantity- MT/ Cartoons/No. of Pieces	Unit Price / Rate USD, EURO, GBP/ Unit	Amount USD/EURO/GBP
Total in (Words) - US Dollar					
Bank Details ICICI Bank Ltd. <Address Line 1> <Address Line 2> <City - PIN Code> A/c No - 999905009999 SWIFT- ICICINBBCTS					Signature

BILL OF LADING

WORLD LINE		Bill of Lading for Ocean Transport / Multimodal Transport	SCAC
			Ref. No.:
Shipper / Exporter (Complete Name & Address)		Booking No.	
		Exporter Ref.:	
		Importer Ref.:	
Consignee (Complete Name & Address). Not negotiable unless consigned to order		Notify Party: (Complete Name & Address)	
Place of Receipts:	Port of Loading:	Place of Receipt Alongside, used only when Multimodal Transport	
Vessel Flag:	Port of Discharge:	Place of Delivery Alongside, used only when Multimodal Transport	

DESCRIPTION AND PACKAGING OF GOODS

Marks and Numbers	No. of Pkgs.	Gross Weight	Measurement

Container: 1 container	Place of issue of BL:	Received for shipment for the merchant.....
Number & Specimen of Original BL	Date of Issue of BL:	
Freight and Charges:	Shipped Onboard Date:	
Country of Origin:	Country of Destination:	
		Signed By World Line As Agents for the Carrier

PACKING LIST

Exporter and Beneficiary:- Name and Address of Exporter / Seller		Invoice No. and date: ABC123 01/012020		Exporter Ref.: XYZ123
		Buyer Order No. Date:- OPQ123 01/01/2020		
Buyer:- Name and address of Buyer		Notify Party:- Name and Address of the Other Party Involved other than Buyer		
Country of Origin:		Country of Discharge :		
No. of Cartons/ Box	Order No.	Order date	Description of Goods	Remarks
Total Unit: Total Gross Weight: Total Nett Weight: Container No.: SEAL No.:				Signature