



PUNJAB NATIONAL BANK

**INTERNATIONAL BANKING &
TRADE FINANCE DIVISION**

STANDARD OPERATING PROCEDURE (SOP)

FOR EXPORT & IMPORT OF GOODS & SERVICES

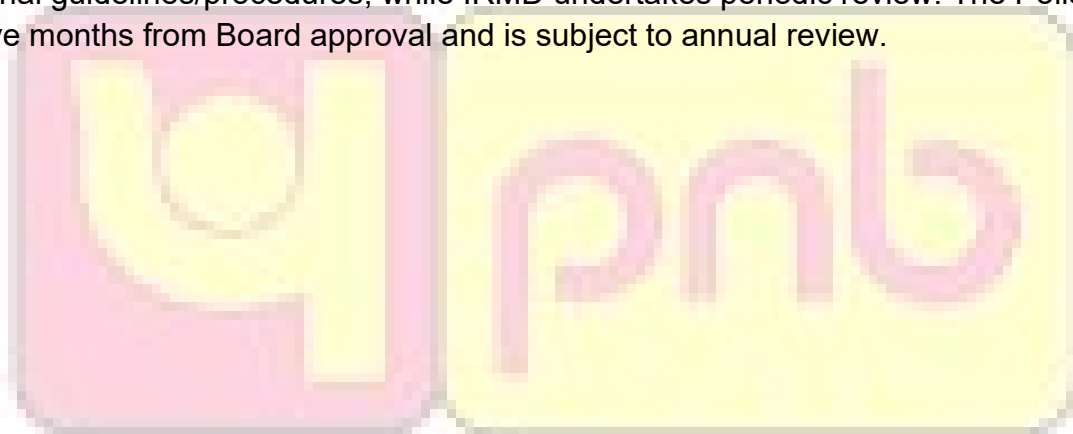
Document Control	Details
Document Owner	International Banking & Trade Finance Division (IBD/IBTFD)
Policy Basis	Policy for Export & Import of Goods & Services & Remittances – Version 2026_IBD_1.0, dated 23.09.2026
Status	Draft SOP for approval by competent authority
Applicability	All AD Branches, Trade Finance Centres, ISB New Delhi, Zonal Offices and concerned controlling/processing offices
Classification	Confidential – For Internal Circulation Only
Review	As per Policy validity/review cycle and whenever RBI/FEMA/FTP/Bank instructions are amended

DOCUMENT CONTROL AND GOVERNING PRINCIPLES

This SOP operationalizes the Bank's Policy for Export & Import of Goods & Services circulated vide **IBD Foreign Exchange Circular No. 69/2026 dated 25.09.2026**. It is to be read together with FEMA, applicable RBI Regulations/Master Directions/circulars, Foreign Trade Policy/DGFT instructions, AML/KYC requirements, and extant PNB circulars, systems and delegation of powers.

Wherever any provision of this SOP conflicts with an applicable statutory/regulatory instruction or a subsequent Bank circular, the latest statutory/regulatory/Bank instruction shall prevail. This SOP does not create any relaxation or authority not available under the governing Policy or extant instructions.

The source Policy states that IBD is the owner division for implementation of the Policy and operational guidelines/procedures, while IRMD undertakes periodic review. The Policy is valid for twelve months from Board approval and is subject to annual review.



1. OBJECTIVE

- Provide a uniform, documented and auditable process for handling export, import and merchanting trade.
- Define the role of AD Branches, TFCs, ISB New Delhi, Zonal Offices/Circle Office and other approving authorities.
- Ensure proper scrutiny of genuineness, KYC/AML, FEMA, DGFT/FTP, credit and documentary requirements before processing.
- Ensure timely EDPMS/IDPMS/FETERS reporting, follow-up, regularisation and closure.
- Provide transparent TAT, document, approval, escalation and grievance-handling arrangements.

2. SCOPE

Area	Coverage
Exports	Goods, services/software, project exports, SEZ/DTA/EOU/STP Export, non-EDI, export bills, advances, realisation, reduction/write-off, claims, agency commission, eBRC and related reporting
Imports	Goods/services, advance imports, import evidence, IDPMS, import bills, LC, precious metals, delayed payments and non-materialised imports
MTT	Merchanting trade, two-leg monitoring, third-party payments, advance import leg, guarantee/SBLC, reporting and closure
Systems	EDPMS, IDPMS, FETERS, CBS/trade systems and related monitoring/reporting
Customer service	TAT, charges, escalation, grievance and appeal

3. ORGANISATIONAL RESPONSIBILITY

Office/Function	Primary responsibility
Branch	Customer interface, receipt and preliminary scrutiny, KYC/AML, genuineness, documents, account/limit checks, approvals within delegated powers, forwarding to TFC, follow-up and customer communication.
Trade Finance Centre	Processing of transactions referred by AD Branches, detailed regulatory scrutiny, transaction execution, reporting/EDPMS/IDPMS/FETERS activities, exception handling and closure.
ISB New Delhi	Centralised nodal processing of inward remittances, with AD Branch/TFC collaboration in cases permitted by the Policy.

ZO/CO	Supervision, monitoring, exception review, overdue/ageing follow-up, prescribed returns and escalation.
HO: IBD/IBTFD	Policy ownership/operational guidance, central monitoring, regulatory coordination and specialised approvals/references as prescribed.
Competent authority	Approval of exceptions/waivers/transactions strictly within delegated powers and the governing Policy.

4. TRANSACTION WORKFLOW

Step	Action	Responsible office	Remarks
1	Receive application/request and register transaction	Non-AD/AD Branch	Date of Receipt, complete customer mandate
2	Verify KYC/AML and customer profile	Non-AD/AD Branch AD Branch	No processing where required KYC/AML deficiencies remain unresolved
3	Examine underlying transaction	AD Branch/TFC/ISB	Contract/PO/invoice/LC/transport document and purpose
4	Check approval/credit/limit requirements	AD Branch	Delegation and sanction conditions
5	Forward complete set to TFC where applicable	AD Branch	Branch approval letter + documents
6	Check regulatory eligibility	TFC	FEMA/RBI/DGFT/FTP/Bank instructions
7	Process/execute transaction	TFC/ISB as applicable	Maker-checker and system controls
8	Create/update regulatory reporting	TFC/AD Branch/IBTFD	EDPMS/IDPMS/FETERS/other prescribed reporting
9	Follow up for outstanding evidence/realisation	AD Branch/TFC/CO/ZO	Due Date diary and exception report
10	Closure and preservation of records	TFC (Digital records) /AD Branch	Closure evidence

5. COMMON PRE-PROCESSING INDICATIVE CHECKLIST

- Customer is KYC-compliant and account is eligible for the transaction.
- Transaction is bona fide, and consistent with customer profile/business.
- IEC/PAN/constitution/authorisations and other statutory registrations are available/ fed in system wherever applicable.

- Underlying contract, purchase/sales order, invoice, LC or equivalent evidence is obtained as applicable.
- Country/counterparty screening, sanctions, AML/CFT and adverse information checks are completed.
- Purpose code and transaction classification are correctly identified for remittances/reporting.
- Required credit facility/limit and sanction conditions are available for borrowal customers.
- Required insurance, transport, licence, certificate, guarantee/SBLC or other security is available.
- Previous EDPMS/IDPMS outstanding/overdue transactions are reviewed and acted upon.
- Any deviation/exception is referred to the competent authority before execution.

PART A- EXPORT OF GOODS & SERVICES

6. EXPORT DECLARATION – GOODS

For exports of goods, the exporter shall furnish the prescribed declaration/EDF requirements. For EDI ports, the shipping bill process and integrated data flow shall be followed, for non-EDI ports, the duly authenticated declaration/documentary requirements prescribed in the Policy shall be obtained.

AD Branch shall verify the shipping/export documents, retain the required records and ensure reporting in EDPMS within the prescribed timeline. Export documents involving collection/negotiation shall be handled according to the applicable Bank process.

7. EXPORT OF SERVICES / SOFTWARE

- Obtain the prescribed declaration/supporting documents applicable to the nature of service/software export.
- Verify invoice, contract/work order, service description, value, currency, customer/beneficiary and receipt details.
- Ensure EDPMS reporting and subsequent realisation/closure are completed.
- For SOFTEX or other specified reporting, follow the applicable authority/system requirements.

8. EXPORT ADVANCE

1. Verify bona fide export contract/order and customer track record.
2. Establish the amount, currency, purpose, expected shipment/performance and tenor.
3. Ensure advance and subsequent export realisation are routed through the same AD unless the permitted change procedure is followed and both ADs are informed.
4. Where long-term export advance is received, ensure that it is as per policy and obtain approvals within delegated powers.
5. Where BG/SBLC is required, verify validity, issuer, wording, amount and claim conditions before accepting it.
6. Create appropriate monitoring record and track shipment/export performance and realisation within the permitted period.
7. Escalate non-performing export advances and doubtful cases in accordance with the Policy.

9. REALISATION OF EXPORT PROCEEDS

The 2026 Policy provides a normal realisation/repatriation period of 9 months from the date of export and 12 months when export is invoiced and/or settled in INR, subject to the detailed provisions and exceptions contained in the Policy.

Check	Remarks
At the time of export	Capture shipping/invoice details and due date in monitoring system.
Before due date	Send periodic reminders (7,3 & 1 day before due date) and review expected receipt.
Due date	Obtain status from exporter, identify delays (if any) and proposed corrective action.
Overdue	Ageing, obtain explanation, consider extension/reduction/write-off/other permitted action.
At the time of receipt	Match receipt with export transaction, update EDPMS/IRM and process eBRC as applicable.
Closure	Ensure all reporting, documents and outstanding entries are closed.

10. REDUCTION / NON-REALISATION OF EXPORT VALUE

A request for reduction/non-realisation shall contain the exporter's written request, reasons, supporting evidence and transaction details. The Bank shall satisfy itself regarding genuineness and apply the relevant delegated power/conditions.

- For export value up to ₹10 lakh or equivalent in foreign currency per shipping bill/invoice, the Policy permits

reduction including non-realisation on the basis of exporter declaration, subject to the Policy conditions.

- Cases beyond applicable delegated powers or otherwise requiring higher approval shall be referred before closure as per policy.
- All reductions/write-offs shall be updated in EDPMS and records shall be retained.

11. SET-OFF / NETTING / THIRD-PARTY RECEIPTS

- Set-off of export receivables against import payables may be permitted where the Policy conditions are met, including the same overseas buyer/supplier or permitted group/associate arrangement.
- SEZ netting shall be handled only when all specified conditions are satisfied and export/import transactions are reported separately.
- Third-party receipts/payments may be permitted only after satisfaction regarding bona fides and fulfilment of the prescribed conditions/documentation.
- Any AML, sanctions, transfer-pricing or other concern shall be escalated to competent authority before processing as defined time to time.

12. EXPORT BILLS / COLLECTION / NEGOTIATION

Process	AD Branch/TFC action
Receipt	Verify invoice, shipping bill summary, transport document, FEMA declaration and other applicable documents.
LC bill	Verify original LC and amendments, ensure documents conform to LC terms and Bank process.
Collection	Verify purchase order/contract and collection instructions, record maturity/follow-up details.
Direct dispatch	Obtain competent authority approval and complete prescribed documentation before dispatch.
Realisation	Apply receipt in CBS and update relevant export bill/EDPMS entry
Exception	Short shipment, shut-out, discrepant documents, buyer change, claim, write-off etc. to be handled under the relevant Policy section.

13. EXPORT DOCUMENT CHECKLIST

Document	Provided by	Status
Branch Approval Letter	AD Branch	Mandatory
FEMA Declaration	Customer	Mandatory
Bill of Exchange, if required	Customer	Mandatory
Invoice	Customer	Mandatory
Specific approval for unapproved bank,	AD Branch	Mandatory where applicable
Transport Document	Customer	Mandatory where applicable
Shipping Bill	Customer	Mandatory where applicable
Purchase/Sales Contract, in whatsoever name	Customer	Mandatory
Credit report of buyer	AD Branch	As applicable
Buyer-wise ECGC policy, where applicable	Customer	Required if not waived by the competent authority
Certificate of Insurance as per INCO Terms	Customer	As applicable
Party request letter	Customer	Mandatory
Packing List / Certificate of Origin / Beneficiary certificate	Customer	As applicable

14. eBRC AND NON-EDI EXPORTS

- AD Branch/TFC shall update EDPMS with export proceeds on as-and-when-realised basis.
- eBRC shall be generated only from data available in EDPMS as prescribed.
- For non-EDI ports, maintain a separate monitoring record, ensure matching when shipping bill/EDF data enters EDPMS.
- For non-EDI transactions, follow the Policy's guidelines, TFC approval and follow-up requirements.
- No eBRC shall be issued before the required export data is available in EDPMS.

PART B- IMPORT OF GOODS & SERVICES

15. IMPORT – TRANSACTION WORKFLOW

Step	Control
1	Obtain customer request, underlying contract/PO/LC and prescribed declaration.
2	Verify IEC/KYC, importer eligibility and sanctions/AML.
3	Check licence/authorisation where goods are restricted/regulated.
4	Verify payment terms, currency, beneficiary, value and shipment terms.
5	Check sanction/credit conditions for borrowal accounts.
6	Process through authorised channel/TFC.

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7	Create ORM and perform IDPMS activity as applicable.
8	Obtain and verify Bill of Entry/evidence of import.
9	Close/mark-off IDPMS.
10	Monitor overdue entries and obtain extensions/regularisation wherever required.

16. ADVANCE REMITTANCE FOR IMPORTS

Where advance remittance exceeds USD 200,000 or equivalent, the Policy requires an unconditional irrevocable SBLC/guarantee from an international bank of repute outside India or an eligible AD-bank guarantee backed by an international bank counter-guarantee, subject to the specific waiver powers and conditions in the Policy.

Credit reports are required for overseas supplier/manufacturer/buyer for advance remittance/contract value of USD 100,000 and above or equivalent, from Agencies approved by our bank.

Amount / case	Authority / control as per Policy
Above USD 0.20 mn to USD 0.50 mn	CBB/MCB/MCC/PLP (IV & V), subject to applicable conditions
Above USD 0.50 mn to USD 5.00 mn	CHCAC / ZOCAC as applicable under the Policy
Above USD 0.20 mn to USD 5.00 mn – LCB/ELCB	In-charge LCB/ELCB
Full Powers	CGM Level Committee for International Banking
Public Sector / Government entities	Specific waiver requirements as prescribed

The above table is a process reference, the complete delegation, account-category conditions, due diligence requirements and any later amendments must be checked before approval.

17. IMPORT NOT MATERIALISED / EVIDENCE OF IMPORT

- Importers shall repatriate advance where import is not completed within the contract/extended period.
- Where advance is not repatriated or IDPMS is not marked off as required, future advance payments shall be subject to the safeguards specified in the Policy.
- For physical imports, obtain Bill of Entry/customs evidence and match it with ORM/IDPMS.
- For delivery-against-acceptance cases, verify evidence of import from IDPMS at payment stage, where the Policy

permits additional time for genuine reasons, record approval and due date.

- For non-physical imports, obtain the prescribed documentary evidence and follow the specific IDPMS closure procedure.
- Verify genuineness of customs Bill of Entry through the prescribed system where required.

18. IMPORT LETTER OF CREDIT

- Obtain and examine original underlying contract/order/indent before LC opening.
- Obtain beneficiary credit report from approved agencies by our bank for USD 100,000 and above or equivalent, or lower amount where stipulated by sanctioning authority.
- Verify LC terms against FEMA, UCPDC rules, FTP, Bank guidelines and sanction conditions.
- Ensure appropriate insurance where required by INCO terms and Bank instructions.
- Apply the delegated powers for special clauses/waivers. Where a clause is not covered by the regular sanction, obtain approval from the competent authority as prescribed in the Policy.

19. IMPORT PAYMENT / IDPMS

Activity	Remarks
ORM/MIIB creation	Create ORM/MIIB for applicable outward import remittances irrespective of value as prescribed.
Document matching	Match import documents/evidence with ORM/MIIB.
BoE	Verify BoE.
Mark-off	Mark off IDPMS entry only after prescribed conditions are satisfied.
Overdue	Follow up with importer, obtain permitted extension/approval before expiry where possible.
Closure	Ensure all reporting, documents and outstanding entries are closed.

20. GOLD, SILVER & PRECIOUS METALS

- No advance remittance for import of gold or silver shall be permitted except where specifically permitted under applicable regulatory provisions.
- Silver imports through notified nominated agencies require the applicable DGFT authorisation.
- Qualified Jewellers/TRQ holders under the specified IFSCA/India-UAE CEPA framework may be permitted the prescribed eleven-day advance arrangements through IIBX, subject to all applicable conditions.
- Gold/silver and other precious metal transactions shall follow the specific Bank operational controls, branch authorisation, supplier approval, margin, insurance, stock and reporting requirements.
- Import of platinum/palladium/rhodium/diamonds/precious and semi-precious stones shall be as per Policy provisions.

PART C – MERCHANTING TRADE TRANSACTIONS

21. MTT – PROCESS

1. Merchanting trader must be a genuine trader and not merely a financial intermediary, confirmed overseas buyer order and evidence of the transaction are required.
2. Goods must be permitted under the prevailing FTP and applicable FEMA framework.
3. Entire MTT shall be routed through the same AD Bank/branch.
4. AD Branch shall verify invoice, packing list, transport documents and insurance documents where applicable and satisfy itself about genuineness.
5. The period between outward and inward remittance, or vice versa, shall not exceed six months, subject to permitted extension by the CGM Level Committee for International Banking.
6. Credit/debit customer account only after satisfying genuineness and simultaneously update/close relevant EDPMS/IDPMS entries.
7. Monitor both legs until complete, no transaction is treated as closed merely because one leg is completed.

22. MTT ADVANCE PAYMENT – IMPORT LEG

- Credit reports are required for overseas supplier/manufacturer/buyer for advance remittance of USD 100,000 and above or equivalent, from approved agencies by our bank.
- Advance remittance beyond USD 100,000 per transaction/contract is to be covered by Bank Guarantee/unconditional irrevocable SBLC from an approved bank, subject to permitted waiver powers.
- Advance payment beyond USD 500,000 per transaction approval as specified in the policy.
- No advance remittance through a credit facility shall be allowed for a borrower unless specifically permitted by the sanctioning authority.
- Export-leg receipts received before import-leg payment shall be appropriately earmarked/lien-marked and used for the import-leg liability as prescribed.
- TFC shall ensure one-to-one matching and prescribed periodic reporting of defaults.

23. CROSS-BORDER TRANSACTIONS TAT

The transaction is to be processed on the same working day (T-day), provided the application is received by TFC by 4:00 PM. Otherwise, the transaction will be processed on the next working day (T+1). This processing timeline is subject to obtaining a proper customer request and mandate, along with all necessary documentation. Additionally, the transaction must be fully compliant, bona fide, and otherwise complete.

Customer Request	Remarks
Complete request to TFC before 4:00 PM	Process on T-day, subject to compliance.
Complete request to TFC after 4:00 PM	Process on T+1, subject to compliance.
Documents incomplete	Communicate deficiency promptly, TAT starts/restarts when complete set is received.
Regulatory approval/reference required	Inform customer and process after required approval.

PART D- REGULATORY REPORTING & MONITORING

24. EDPMS / IDPMS / FETERS

- Non-EDI export/import details received from customers shall be entered in EDPMS/IDPMS within five working days of receipt, as prescribed in the Policy.
- Import transactions shall be marked off in IDPMS after ensuring payment/import evidence as applicable.
- MTT entries shall be updated/closed after completion of both legs.
- All foreign trade transactions shall be reported in FETERS as per extant instructions.
- System exceptions/mismatches shall be recorded, assigned and tracked to closure.

PART E- APPROVAL, EXCEPTION & ESCALATION

25. APPROVAL MATRIX – OPERATING PRINCIPLES

No officer shall exercise a power beyond the delegation available to that officer/office. Where a transaction involves a waiver, extension, reduction, write-off, unusual clause or other exception, the approving authority shall be identified from the latest Policy/delegation circular published time to time before execution.

26. CUSTOMER GRIEVANCE & APPEAL MECHANISM

1. Customer submits grievance to the servicing AD Branch/TFC with transaction reference.
2. Branch/TFC records grievance and verify the facts, documents and reason for non-processing/delay.
3. If capable of resolution at the same level, communicate a reasoned response within the applicable service TAT.
4. If the grievance relates to a delegated authority decision or remains unresolved, escalate to the designated higher internal level.
5. All grievance/appeal records shall be preserved.

The customer can send grievances with respect to import and export transactions directly to the respective AD branch and Global Trade finance centre (GTFC) on the following email address:

Global Trade Finance Centre, New Delhi - cbotf@pnb.bank.in

Global Trade Finance Centre, Mumbai - tfcmumbai@pnb.bank.in

Global Trade Finance Centre, Chennai - tfcchennai@pnb.bank.in

If a complainant is not satisfied with the resolution provided at GTFC level, Aggrieved customers may appeal to below official:

General Manager, International Banking Division, Head Office, Sector 10, Dwarka, New Delhi e-mail: ibd@pnb.co.in Contact Number – 011-28044174

27. CHARGES

Charges shall be levied only as per the applicable Bank schedule/circulars, including IRMD L&A Circular No. **207/2021 dated 31.12.2021** and subsequent amendments, or any specific schematic/special charges approved by competent authority. No charge/penalty shall be levied on the constituent for regulatory delay/violation attributable to the Bank, as stated in the Policy.

28. LIST OF DOCUMENTS

Bills Under LC(N/D/FABC)			
S. No.	Type of Document	Name of Document(As mentioned in LC)	To be taken from
1	Mandatory Documents	Branch Approval Letter	BRANCH
		FEMA Declaration	CUSTOMER
		Bill of Exchange (If drawn/required)	CUSTOMER
		Invoice	CUSTOMER
		Transport Document	CUSTOMER
		Shipping Bill Summary	CUSTOMER
		Original Letter of credit along with the amendments	CUSTOMER
		Specific approval obtained by IBTFD (In case of unapproved bank)	BRANCH
		Party's request letter	CUSTOMER
		Certificate of Insurance(as per LC)	CUSTOMER
		Documents as per LC	CUSTOMER
	Non-Mandatory Documents	Packing List	CUSTOMER
		Certificate of Origin	CUSTOMER
		Beneficiary's certificates	CUSTOMER

		Any other relevant document, as per LC terms	CUSTOMER
Bills Under Purchase Order/Sales Contract(P/D/FABC)			
S. No.	Type of Document	Name of Document	To be taken From
1	Mandatory Documents	Branch Approval Letter	BRANCH
		FEMA Declaration	CUSTOMER
		Bill of Exchange (If drawn/required)	CUSTOMER
		Invoice	CUSTOMER
		Specific approval obtained by IBTFD (In case of unapproved bank)	BRANCH
		Transport Document	CUSTOMER
		Shipping Bill Summary	CUSTOMER
		Purchase/Sales Contract	CUSTOMER
		Credit report of buyer	BRANCH
		Buyer-wise ECGC policy, if applicable	CUSTOMER
		Certificate of Insurance (as per INCO Terms, if applicable)	CUSTOMER
		Party's request letter	CUSTOMER
	Non-Mandatory Documents	Packing List	CUSTOMER
		Certificate of Origin	CUSTOMER
		Beneficiary's certificates	CUSTOMER
		Any other relevant document	CUSTOMER
Bills Under Collection(LC)			
S. No.	Type of Document	Name of Document (As per LC)	To be taken From
1	Mandatory Documents	Branch Approval Letter	BRANCH
		FEMA Declaration	CUSTOMER
		Original Letter of credit along with the amendments	CUSTOMER
		Bill of Exchange(If drawn/required)	CUSTOMER
		Invoice	CUSTOMER
		Certificate of insurance (if applicable, as per INCO Terms)	CUSTOMER

		Shipping Bill Summary	CUSTOMER
		Transport Document	CUSTOMER
	Non-Mandatory Documents	Certificate of origin	CUSTOMER
		Beneficiary's certificates	CUSTOMER
		Packing List	CUSTOMER
		any other relevant document	CUSTOMER

Bills Under Collection (Without LC)

S. No.	Type of Document	Name of Document	To be taken From
1	Mandatory Documents	Branch Approval Letter	BRANCH
		FEMA Declaration	CUSTOMER
		Purchase Order	CUSTOMER
		Bill of Exchange(If required)	CUSTOMER
		Invoice	CUSTOMER
		Certificate of insurance, if applicable as per INCO Terms	CUSTOMER
		Shipping Bill Summary	CUSTOMER
		Transport Document	CUSTOMER
	Non-Mandatory Documents	Certificate of origin	CUSTOMER
		Beneficiary's certificates	CUSTOMER
		Packing List	CUSTOMER
		any other relevant document	CUSTOMER

Bills Under Collection (Direct Dispatch)

S. No.	Type of Document	Name of Document	To be taken From
1	Mandatory Documents	Branch Approval Letter	BRANCH
		Approval of competent authority for Direct dispatch	BRANCH
		Invoice	CUSTOMER
		Packing List	CUSTOMER
		Shipping Bill Summary	CUSTOMER
		FEMA Declaration	CUSTOMER
		Transport Document	CUSTOMER

	Non-Mandatory Documents	Certificate of origin	CUSTOMER
		Beneficiary's certificates	CUSTOMER
		Certificate of Insurance	CUSTOMER
		any other relevant document	CUSTOMER
Bills under Advance			
S. No.	Type of Document	Name of Document	To be taken From
1	Mandatory Documents	Branch Approval Letter	BRANCH
		Invoice	CUSTOMER
		Transport Document	CUSTOMER
		Shipping Bill Summary	CUSTOMER
		FEMA Declaration	CUSTOMER
	Non-Mandatory Documents	Packing List	CUSTOMER
		Certificate of origin	CUSTOMER
		Beneficiary's certificates	CUSTOMER
		Certificate of insurance	CUSTOMER
		Any other relevant document	CUSTOMER
		Certificate of insurance	CUSTOMER
Collection Realization			
S. No.	Type of Document	Name of Document	To be taken From
1	Mandatory Documents	Branch Approval Letter	BRANCH
		Realization sheets as per format provided to AD	BRANCH
		RETAD report sheet(If reporting is done by AD)	BRANCH
		Bill Lodgement details	BRANCH
		Mirror number and NOSTRO details (If reporting to be done by TFC)	BRANCH
	Non-Mandatory Documents	Any other relevant document	CUSTOMER/BRANCH
CHECKLIST FOR IMPORT DOCUMENTS UNDER FLC			
Sl. No.	Documents		
1.	Branch Approval Letter		
2.	Request cum debit authority of Importer with FEMA declaration		
3.	Foreign Bank`s Forwarding Schedule		
4.	Bill of Landing/Airway Bill/ Road, Rail or Waterway Transport document		
5.	Bill of Exchange (If non-mandatory, as per LC terms or as confirmed by branch/customer)		
6.	Insurance Document (As per terms of LC)		
7.	Invoice		
8.	Original exchange control copy of valid license for import of Negative/Restricted list goods.		

8.	Certificate of Origin
9.	As per the terms of LC: a. Health Certificate, b. Pre- shipment Inspection Certificate, c. Packing List, d. Shipping Company's Certificate, e. Beneficiary's declarations/ undertaking etc.
10	Forward contract/ EEFC A/c details/ Exchange Rate details, if any
11.	Bill of entries or detail of Bill of Entry (If Any) pertaining to this transaction
12.	Reasons for delayed payment & Branch Head approval for delayed payment (Applicable if payment is being made after stipulated time as per FEMA guidelines. (Please submit documentary evidences)
13.	In case of payment of Import Bill on the basis of funds received in Nostro account:- a. Mirror Number and date of credit of funds in Nostro account at Treasury Division Mumbai b. Amount credited in NOSTRO Account c. Copy of permission of Branch Head for issuance of NOC
14.	Any other document on case to case basis
CHECKLIST FOR IMPORT DOCUMENTS NOT UNDER FLC	
Sl. No.	Documents
1.	Branch Approval Letter
2.	Request cum debit authority of Importer with FEMA declaration
3.	Foreign Bank's Forwarding Schedule (not mandatory in case of Direct Dispatch)
4.	Bill of Landing/Airway Bill/ Road, Rail or Waterway Transport document
5.	Insurance Document (as per INCO terms)
6.	Invoice
7.	Original exchange control copy of valid license for import of Negative/Restricted list goods.
8.	Certificate of Origin
8.	As per the terms of Bill of exchange/Purchase order : f. Health Certificate, g. Pre- shipment Inspection Certificate, h. Packing List, i. Shipping Company's Certificate, j. Beneficiary's declarations/ undertaking etc.
9.	Forward contract/ EEFC A/c details/ Exchange Rate details, if any
10	Credit Report (In case of advance payment above prescribed limit,

	presently USD 100,000/-) And Foreign Bank Guarantee, (as per prevailing bank/RBI guideline)
11	Customer Undertaking (As per FEX circular no. 102/20 dated 29.09.2020 ensuring foreign exchange market risk)
12	Bill of entries or detail of Bill of Entry (If Any) pertaining to this transaction
13.	Reasons for delayed payment & Branch Head approval for delayed payment (Applicable if payment is being made after stipulated time as per FEMA guidelines. (Please submit documentary evidences)
14.	In case of payment of Import Bill on the basis of funds received in Nostro account:- d. Mirror Number and date of credit of funds in Nostro account at Treasury Division Mumbai e. Amount credited in NOSTRO Account f. Copy of permission of Branch Head for issuance of NOC
15.	Any other document on case to case basis

KEY POINTS FOR AD BRANCHES

- Do not forward incomplete transactions to TFC merely to meet TAT.
- Do not execute a transaction where the underlying purpose is unclear or documents are inconsistent.
- Do not use blanket approvals/waivers where the Policy requires case-by-case due diligence.
- Monitor every advance, export bill, import ORM and MTT until final closure. EDPMS/IDPMS/FETERS status is part of transaction completion.
- Record reasons for exceptions and approvals in the transaction file.
- Use the latest Bank circular/ SOP for detailed system steps and delegations.

Transactions which are Prohibited (see Rule 3)

- Remittance out of lottery winnings
- Remittance of income from racing/riding etc. or any other hobby.
- Remittance for purchase of lottery tickets, banned /proscribed magazines, football pools, sweep stakes, etc.
- Payment of commission on exports made towards equity investment in Joint Ventures/ Wholly Owned Subsidiaries abroad of Indian companies.
- Remittance of dividend by any company to which the requirement of dividend balancing is applicable.
- Payment of commission on exports under Rupee State Credit Route, except commission up to 10% of invoice value of exports of tea and tobacco.

- Payment related to "Call Back Services" of telephones.
- Remittance of interest income on funds held in Non-Resident Special Rupee (Account) Scheme

