

## **THE SOUTH INDIAN BANK LTD**

### **Customer Service guidelines & procedures for Cross-Border transactions**

#### **Annexure - I**

### **Documentation Check list for various type of Cross Border Transactions and Timelines**

| Type of Transaction                                                                                                                                                                                                                                                | Documents Checklist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Timeline of processing the transaction                                                             |
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| Outward Remittances – LRS (family maintenance, gift, donation, travel, education, medical treatment, emigration, insurance, portfolio investment, overseas direct investment, investment in immovable property, opening or maintenance of own account abroad, etc) | <p>Form A2</p> <p>For education university call letters and ID Cards etc. For medical treatment, hospital reports and invoices if any.</p> <p>For portfolio investment, overseas direct investment, investment in immovable property, opening or maintenance of own account abroad, documentary evidence and declarations in bank formats.</p>                                                                                                                                                                                                           | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Outward Remittances – from NRE and NRO                                                                                                                                                                                                                             | <p>Form A2</p> <p>For remittances from NRO account Form 145 and Form 146.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Advance Remittances towards Import                                                                                                                                                                                                                                 | <p>Form A1</p> <p>Proforma Invoice/Sales Contract</p> <p>SBLC / waiver if advance remittances to supplier exceeds USD 2.00 lac.</p> <p>Credit/Opinion reports on overseas supplier on case to case basis.</p> <p>Any other documentation/ undertaking that may be called from the client due to factors governing the imported commodity/ jurisdictions involved/terms of contract or invoice/ perceived risks on the transaction as the case may be.</p> <p>Case specific documentation requirements from branch / vertical or controlling offices.</p> | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |

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| Import Settlement transactions with Bill of Entry submission | Form A1<br><br>Commercial Invoice<br><br>Bill of Lading or transport documents<br><br>Bill of Entry<br><br>Any other documentation/ undertaking that may be called from the client due to factors governing the imported commodity/ jurisdictions involved/terms of contract or invoice/ perceived risks on the transaction as the case may be.<br><br>Case specific documentation requirements from branch / vertical or controlling offices.                                                                                                                                                                                                                                     | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Merchanting Trade Transactions                               | Form A2<br><br>Invoice/Sales Contract – both export and import leg<br><br>Agreements with MTT exporter and importer, if any.<br><br>Credit/Opinion reports on overseas supplier on case to case basis.<br><br>SBLC/Waiver on case to case basis.<br><br>MTT Declaration formats and Annexures<br><br>Form 145. Form 146, if applicable.<br><br>Any other documentation/ undertaking that may be called from the client due to factors governing the imported commodity/ jurisdictions involved/terms of contract or invoice/ perceived risks on the transaction as the case may be.<br><br>Case specific documentation requirements from branch / vertical or controlling offices. | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |

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|                                                                                                             | Prior RBI Concurrence if any of the legs of MTT is falling beyond RBI stipulated timeframe.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                 |
| Service Payments including shipping, freight and transportation related payments                            | <p>Form A2</p> <p>Invoice raised by beneficiary</p> <p>Agreements between remitter and beneficiary</p> <p>For shipping, freight and transportation payments, Copy of Bill of Lading/AWB – the roles and responsibilities of remitter and beneficiary to be evident from the document.</p> <p>Form 145. Form 146, if applicable.</p> <p>Any other documentation/ undertaking that may be called from the client due to factors governing the imported commodity/ jurisdictions involved/terms of contract or invoice/ perceived risks on the transaction as the case may be.</p> <p>Case specific documentation requirements from branch / vertical or controlling offices.</p> <p>Transactions pertaining to shipping, freight and transportation related payments will be subject to additional tracking from independent international bodies and the timeline for completion of transactions will include such tracking.</p> | Same day on receipt of fully compliant request with proper documentation (from client and from independent agencies) within fixed cut-off time. |
| Other trade related payments like commission on exports, refunds on export, repayment of trade credits etc. | <p>Form A2</p> <p>Invoice raised by beneficiary</p> <p>Agreements between remitter and beneficiary</p> <p>Shipping Bill and Invoices for the underlying export transactions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time                                              |

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|                                                                        | <p>(Details pertaining to remittance transaction to be evident in the underlying shipping bill and/or agreement for commission and refund payments. )</p> <p>Documentation of surrender of export incentives as applicable (for refund transactions)</p> <p>Form 145 and Form 146 as per applicability.</p> <p>Any other documentation/ undertaking that may be called from the client due to factors governing the imported commodity/ jurisdictions involved/terms of contract or invoice/ perceived risks on the transaction as the case may be.</p> <p>Case specific documentation requirements from branch / vertical or controlling offices.</p> |                                                                                                           |
| Capital account transactions in the account of non-individual clients. | <p>Form A2</p> <p>Invoices and agreements</p> <p>Meeting RBI reporting requirements is a pre-condition and approvals from controlling office of the Bank to be obtained.</p> <p>Form 145 and Form 146 as per applicability.</p> <p>Any other documentation/ undertaking that may be called from the client due to factors governing the imported commodity/ jurisdictions involved/terms of contract or invoice/ perceived risks on the transaction as the case may be.</p> <p>Case specific documentation requirements from branch / vertical or controlling offices.</p>                                                                             | <p>Same day on receipt of fully compliant request with proper documentation within fixed cut-off time</p> |

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| Foreign LC Issuance         | 1.Application for opening Import LC<br>2.Proforma Invoice/Sales Contract<br>3.Form A1<br>4.Signed Draft LC (If obtained)<br>5. Credit/Opinion reports or status report waiver sanction of overseas supplier on case to case basis.<br>6. Sanction Order/s and deviation sanction/s if any.<br>7. Import license or advance authorisation on case-to-case basis.<br>8. Case specific documentation if any. | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Foreign BG Issuance         | 1. Application for opening Foreign BG<br>2. Supporting Document (Service Agreement/Proforma Invoice/Sales contract.<br>3. Legal vetted format.<br>4. Sanction Order/s and deviation sanction/s if any.<br>5. Case specific documentation if any.                                                                                                                                                          | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| SBLC/ Trade Credit Issuance | 1. Trade Credit Request Format<br>2. SBLC Quote<br>3. Quote acceptance on case-to-case basis<br>4. Import Documents (Foreign bank covering schedule, Invoice, Transport Document, Certificate of Origin etc.)<br>5. Form A1 for settlement of Import Bill.<br>6. Sanction Order/s and deviation sanction/s if any.                                                                                        | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |

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|                       | 7. Case specific documentation if any.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                    |
| Import Bill Lodgement | <p><b>Import Bill under LC</b></p> <p>Full set of documents received at branch (foreign bank covering schedule, Invoice, Transport Document, Certificate of Origin etc.).</p> <p><b>Import Bills under Non-LC (Bank to Bank)</b></p> <p>Full set of documents received at the branch (foreign bank covering schedule, Invoice, Transport Document, Certificate of Origin etc.).</p> <p>Import license or advance authorisation on case-to-case basis.</p> <p><b>Import Bills under Non-LC (Supplier to Bank) – Such lodgement is completely at the discretion of bank subject to internal policies and SOP.</b></p> <p>Full set of documents received at the branch (at least 1 copy of documents like foreign bank covering schedule, Invoice, Transport Document, Certificate of Origin etc.).</p> <p>Import license or advance authorisation on case-to-case basis.</p> <p>Credit/Opinion reports or status report waiver sanction of overseas supplier on case-to-case basis.</p> | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |

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| IDPMS – ORM Closure                                                                                                                                                                                                                                                                                                                                                                                                                                             | Customer request for closure of Outward Remittance with Bill of Entry Details.<br>Copy of Bill of Entry.                                                               | 3 days upon receipt of fully compliant request with proper documentation                           |
| IDPMS – BoE Closure                                                                                                                                                                                                                                                                                                                                                                                                                                             | Customer request for Bill of Entry Closure giving reasons for non-payment.<br>CA Certificates on case to case basis.<br>Approvals from Regulator on case to case basis | 3 days upon receipt of fully compliant request with proper documentation                           |
| Inward Remittance- Personal (Family Maintenance, Gift & donations, Compensation of employees, Other Income receipts, Receipts o/a Non-Resident deposits (FCNR, NRE) etc                                                                                                                                                                                                                                                                                         | (i) Disposal Instruction for handling Foreign Inward Remittance                                                                                                        | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Inward Remittance- Service receipts (Software Consultancy, Data base, data processing charges, legal services, Accounting, bookkeeping services, Engineering services, Tax consulting services, Advertising, trade fair services, Research & Development services, Commission agent services, Technical services, Entertainment services, Recreation and sporting activity services, Education services, Health services, Freight receipts, Travel receipts etc | (i) Disposal Instruction for handling Foreign Inward Remittance<br>(ii) Annexure to Disposal Instruction for Export of Services<br>(iii) Invoice/Agreement             | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |

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| Inward Remittance- Foreign Portfolio Investment                        | (i) Disposal Instruction for handling Foreign Inward Remittance<br>(ii) Repatriation of Portfolio Investments initiated under LRS<br>(iii) Proof of Outward remittance made viz. Swift copy, Transaction receipt etc        | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Inward Remittance- Sale of share under Employee Stock Option(ESOP)     | (i) Disposal Instruction for handling Foreign Inward Remittance<br>(ii) ESOP allotment letter by employee<br>(iii) Sale document or equivalent document evidencing sale date, ESOP details and amount                       | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Inward Remittance- Refund of Imports                                   | (i) Disposal Instruction for handling Foreign Inward Remittance<br>(ii) Outward remittance Swift Copy<br>(iii) Bill of Entry(for applicable cases)                                                                          | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Inward Remittance- Refund of non-Imports like education fee refund etc | (i) Disposal Instruction for handling Foreign Inward Remittance<br>(ii) Outward remittance Swift Copy                                                                                                                       | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Advance remittance towards Export of goods                             | (i) Disposal Instruction for handling Foreign Inward Remittance<br>(ii) Annexure to Disposal Instruction for Export of goods<br>(iii) Proforma Invoice/Sales Contract<br>(iv) Third Party declaration(for applicable cases) | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Advance remittance towards Export of Software                          | (i) Disposal Instruction for handling Foreign Inward Remittance<br>(ii) Annexure to Disposal Instruction for Export of Software                                                                                             | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |

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|                                                             | (iii) Proforma Invoice/Sales Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                    |
| Foreign Cheque                                              | (i) Application for Collection of Foreign Cheques.<br>Underlying INSTRUMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |
| Export Bill<br>Purchase/Negotiation/<br>Discount/Collection | (i) Application for processing of Export bills<br>(ii) Commercial Invoice<br>(iii) Transport document like Bill of lading, Airway bill etc<br>(iv) Shipping Bill<br>(v) Request cum undertaking for negotiating Export LC bill with rejection clause (for applicable cases)<br>(vi) Documents called under Export LC like Packing list, Certificate of Origin, Health Certificate, Bill of Exchange, Catch Certificate, Fumigation Certificate etc<br>(vii) IRM extension request (for applicable case)<br>(viii) Payment extension request (for applicable cases)<br>(ix) Third Party declaration (for applicable cases)<br>(x) Declaration for Shipping bill closure upto INR 10 lakh (for applicable cases)<br>(ii) (xi) Declaration for export document missing (for applicable cases) | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time |

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| Export Bill Realisation<br>(Lodge and Realise) | (i) Application for processing of Export bills<br>(ii) Commercial Invoice<br>(iii) Transport document like Bill of lading, Airway bill etc<br>(iv) Shipping Bill<br>(v) IRM extension request (for applicable case)<br>(vi) Payment extension request (for applicable cases)<br>(vii) Third Party declaration (for applicable cases)<br>(viii) Declaration for Shipping bill closure upto INR 10 lakh (for applicable cases)<br>(ix) Declaration for export document missing (for applicable cases) | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time                             |
| Merchanting Trade Transactions (Export leg)    | (i) Application for MTT (Inward Remittance)<br>(ii) Purchase order, Invoice of both Export leg and Import leg<br>(iii) Transport document like Bill of lading, Airway bill etc                                                                                                                                                                                                                                                                                                                      | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time                             |
| Merchant Forward Contract                      | (i) Application for Forward Contract.<br>(ii) Valid and Active LEI Code.<br>(iii) Document for underlying Exposure.                                                                                                                                                                                                                                                                                                                                                                                 | Same day on receipt of fully compliant request with proper documentation within fixed cut-off time.                            |
| Capital Account Transactions (ODI)             | i. KYC of the Investor – as collected at the time of opening of accounts/re-KYC.<br>ii. CIBIL/Credit Report of Investing Entity<br>iii. NOC from Banks concerned in case of NPA                                                                                                                                                                                                                                                                                                                     | The processing depends on the adherence and submission of the documents to the satisfaction of AD for onward submission to RBI |

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|  | <p>iv. Financials of Indian Party for 3 years if applicable</p> <p>Memorandum of Association (vesting powers for making OI) , Article of Association and Board Resolution of the Indian Entity (for the current financial commitment)</p> <p>v. Form A2 cum Customer Application</p> <p>vi. ODI Undertaking in Company letter head, with regard to obligations of Indian Entity with regard to FEMA Regulations.</p> <p>vii. Form FC duly filled and signed by Authorised Signatory on behalf of Indian Entity. Form FC to be attested by the Branch from which the investment transaction is being undertaken.*</p> <p>viii. If the Indian Entity is having a running credit limit with us, NOC from sanctioning authority for the amount of financial commitment – if declared as funded from such limit.</p> <p>ix. ODI Checklist covering adherence to major guidelines of RBI</p> <p><b><u>In case of RI</u></b></p> <p>KYC of the Investor – as collected at the time of opening of accounts/re-KYC.</p> <p>CIBIL/Credit Report of Resident Individual</p> <p>iii. NOC from Banks concerned in case of NPA</p> |  |
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|                         | <p>iv. Bank Account Statements (for past one year) and latest Income Tax Assessment Order or Return – if the account vintage is less than one year.</p> <p>v. Form A2 cum Customer Application</p> <p>vi. ODI Undertaking by Resident Individual, with regard to having done the necessary background check as to the foreign entity and also the obligations of RI with regard to FEMA Regulations.</p> <p>vii. Form FC duly filled and signed by Resident Individual duly attested by the Branch from which the investment transaction is being undertaken.*</p> <p>viii. Declaration as to source of funds for investment (being from own sources and not out of proceeds of loan(s) taken from any Bank in India.</p> <p>ix. ODI Checklist covering adherence to major guidelines of RBI</p> <p>FORM FC in both cases</p> |                                                                                                                      |
| Capital Account ( FDI ) | <p>May vary with Repatriable and Non Repatriable conditions and also according to the nature of transaction</p> <p>Basic Documentation</p> <ol style="list-style-type: none"> <li>1. KYC of the remitter – non-resident investor. – to be received via SWIFT from remitting Bank.</li> <li>2. Share Purchase/transfer agreement.</li> <li>3. Share Valuation Certificate.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Upon the receipt of KYC from the remitting bank and also upon the satisfaction of AD Bank on the transaction.</p> |

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|  | <p>4. Draft FC-GPR application –(Relevant and applicable details to be filled in for our perusal)</p> <p>5. FDI Disposal Form</p> <p>6. Board Resolution of the Indian Company for receiving the Capital Infusion</p> <p>7. Memorandum of Association and Articles of Association of the Company.</p> <p>*All other Capital account transactions will be processed with appropriate documentation as instructed by the Regulator and to AD Bank's satisfaction.</p> |  |
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**Note:**

Documents mentioned above are the primary documents required for processing the transaction. Bank reserve the right to request additional documents/undertaking based on the nature and purpose of transaction on case-to-case basis.

The Customer Application formats are available at Branches. Customers can obtain the same by calling Relationship Managers or Branches.