

Advance Import Payment

SL No	Particular of documents	Mandatory / Optional	Page No
1.	Request Letter	M	2-6
2.	Proforma Invoice / Sales Contract signed by both parties. Payment Terms to reflect as Advance	M	7
3.	Declaration confirming that the advance payment does not involve trade with any counterparties/countries /shipping lines /ship flags /ports listed under OFAC/UN sanctions	M	8

Pre Checks

1. Payment terms on the invoice should call for Advance Payment
2. Adequate balance should be available in the account for making the advance import payment
3. For every Advance Import Payment, the payment would be made based on satisfactory due diligence on the Overseas Party. Request you to contact your RM 2-3 days prior to the Advance Payment
4. Original Import License would be required in case the goods fall under the category of or in case the goods imported are in negative/restricted list of Import in India
5. RBI/FEMA guideline will be applicable from time to time
6. Depending on the nature of transaction ICICI Bank may ask for additional documents as and when required.

Post Transaction - Compliance

1. Bill of entry should be submitted within 90 days (3 years in case of capital imports) from the date of payment.
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For Office Use

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

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

(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 'For Seal' of the customer needs to be affixed at all the places it is signed)

CUSTOMER REQUEST LETTER FOR ADVANCE PAYMENT TOWARDS IMPORT OF GOODS

The Branch Manager,

ICICI Bank Limited,

Date:

----- Branch

Dear Sir / Ma'am,

Account Number

We wish to make advance payment against import of the following commodities.

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
2	H.S.Code	
3	I.E Code No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4	PAN No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

We hereby request you to remit / issue Demand Draft for the amount as per the details given below:-

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 and Address	
5	Is the Beneficiary same as the Overseas Supplier	Yes/ No <i>(Strike off whichever is not applicable)</i>
6	Beneficiary's bank account no., Banker's name & address along with swift code	
7	Beneficiary's Bank's Correspondent Bank's Name, Address along with SWIFT code	
8	Purpose of remittance (the details to be mentioned in swift message beneficiary's information)	
9	Foreign Bank Charges <i>(Kindly tick whichever is applicable)</i>	<input type="checkbox"/> To our account <input type="checkbox"/> Beneficiary' account
10	Deal ID	
11	Is the advance import remittance being made for import of capital goods/equipment?	Yes/ No <i>(Strike off whichever is not applicable)</i>

12	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>
13	Part Payment of the total shipment	Yes/ No <i>(Strike off whichever is not applicable)</i>

Import Particulars

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

Debit Authorisation:

We request you to debit our current/EEFC/ Cash credit account no:

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for an amount ofand the

balance amount to our Current Account / Cash Credit account no:

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along with your charges as applicable as per bank guidelines).

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

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

DECLARATION-CUM-UNDERTAKING

Section-A Declaration for physical import of goods and submission of documentary evidence of Import.

We hereby undertake and declare that the physical import of the said goods into India will be made within six months (three years in case of capital goods) from the date of remittance and shall furnish the documentary evidence of import within fifteen days from the close of the relevant period. In the event of non-import of goods, the amount of advance remittance shall be repatriated to India or shall be utilised for any other purposes for which release of exchange is permissible under the FEMA 1999 and the Rules or Regulations made thereunder.

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 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 below.

{ } The goods 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 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

Yours faithfully,

-----AUTHORISED SIGNATORY

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

PROFORMA INVOICE

Exporter and Beneficiary:- Name and Address of Exporter / Seller		Invoice No and date: ABC123 01/012020			
Buyer:- Name and address of Buyer		Notify Party:- Name and Address of the Other Party Involved other than Buyer			
Terms and Delivery of Payment Payment Terms: 100% Advance / 30 % Advance Balance on copy of BL 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 forty thousand					
Bank Details ICICI Bank Ltd Kolkata St Branch Kolkata-700700 A/c No - 999905009999 SWIFT- ICICINBBCTS			Any other things to be put		Signature

Declaration for Advance Import remittance*

I/ We (ordering/importing party) hereby confirm that the underlying transaction does not involve any sanctioned entity (Beneficiary/ Shipping line/ Vessel etc.), sanctioned country and does not violate the provisions of OFAC / US / UN / EU / India and other sanctions that are currently in force.

We also confirm that commodities involved in the said trade are not restricted within/among the countries involved.

I/ We also declare that the details provided below are as per the contract details concluded with the overseas seller.

SL No	Transaction Details	
1.	Name of Customer	
2.	Date	
3.	Account No	
4.	Country of origin**	
5.	Port of loading	
6.	Port of discharge (if other than India)	
7.	Country of loading	
8.	Transshipment (if any)	
9.	Name of the carrying vessel/airline	

(** mandatory)

Authorized Signatory

Customer (Ordering/Importing party)

*including import remittances requested without submission of transport document (B/L)