Federal Bank

Cross-Border Transactions Framework

A consolidated customer guide to remittances, trade transactions, capital-account transactions, documentation, processing standards and grievance redressal

Control	Details
Framework objective	To consolidate customer-relevant information for initiating, documenting, tracking and escalating eligible cross-border transactions.
Applicability	Resident and non-resident individuals, entities and other eligible customers undertaking current and capital account transactions like import, export, trade-credit, permitted securities-related transactions etc. through Federal Bank.
Interpretation	Where this framework / approval / sanction condition and an applicable law differ, the latter prevails.
Review trigger	Regulatory change, material process change, customer-impacting product change or periodic framework review.
Document hierarchy	Applicable law and regulatory directions; specific approval conditions; product terms; this framework; transaction forms and operating instructions.

Contents

1. Framework statement

Federal Bank is committed to providing customers with clear, timely and consistent information for eligible cross-border transactions. This Framework brings together, in a single customer-facing framework, the principal transaction categories, standard process stages, baseline documentation, purpose-linked documentation, indicative service standards and escalation channels.

Cross-border transactions are processed according to the customer segment, transaction type, payment instrument and regulatory classification. Acceptance of a request does not by itself constitute confirmation of regulatory permissibility or an obligation to execute. Processing is subject to completion of applicable customer due diligence, transaction screening, documentary review, regulatory validation, availability of funds or limits, foreign-exchange arrangements and any required approvals.

2. Purpose, scope and principles

2.1 Purpose

The Framework enables customers to identify what information and documents are ordinarily required, how a request is assessed, what may affect processing, and how concerns may be escalated.

2.2 Scope

- Current-account transactions.
  - outward and inward remittances
  - Imports of goods and services, documentary credits, collections, open-account payments and trade credit.
  - Exports of goods and services, documentary credits, collections, bill regularisation and export credit.
- Capital-account transactions - receipts, payments and regulatory reporting
- Current / Capital-account Transactions of resident and non-resident individuals, firms, LLPs, companies and other eligible customers
- Permitted branch, liaison, project office and securities-related remittances, where applicable to the Bank's product offering.

2.3 Guiding principles

Principle	Application
Regulatory compliance	Compliance with FEMA, RBI directions, sanctions, AML/KYC, tax reporting, trade controls and customer-protection requirements.
Transparency	Clear communication of standard documentation, applicable charges, exchange-rate treatment and expected processing stages.
First-time-right	Customer checklists and purpose-linked requirements intended to minimise repeat queries.
Risk-based review	Documentary and enhanced due diligence proportionate to transaction nature, value, jurisdiction, parties, structure and risk indicators.
Fair outcomes	Reasoned discrepancy communication, appropriate status visibility and accessible grievance escalation.

Principle	Application
Data integrity	Accurate purpose coding, complete declarations, reliable supporting records and timely regulatory reporting.

3. Regulatory and control framework

3.1 Transaction classification

Classification	Framework meaning
Current-account transaction	A transaction other than a capital-account transaction, ordinarily connected with trade, services, income, travel or routine transfers and not altering external assets or liabilities in the manner of a capital-account transaction.
Capital-account transaction	A transaction that alters assets or liabilities, including contingent liabilities, outside India of a person resident in India, or assets or liabilities in India of a person resident outside India.
Trade transaction	An import or export transaction involving goods or services, including documentary credits, collections, open-account payments, advances, trade credit and export finance.
Personal remittance	A permitted remittance by or for an individual, including transactions under the Liberalised Remittance Scheme where applicable.

3.2 Mandatory control layers

- Customer identification, KYC and beneficial-ownership review
- Sanctions, prohibited-party, jurisdiction and transaction screening
- FEMA permissibility, route, limit, eligibility and approval validation
- Purpose-code selection and consistency with the underlying transaction
- Source-of-funds, end-use, commercial rationale and documentary verification
- Tax documentation in the prescribed form, where applicable
- Trade-document verification and IDPMS/EDPMS or other regulatory reporting, where applicable
- Pricing, valuation, ownership, control and arm’s-length validation for capital-account transactions
- Facility, margin, limit and credit approval for funded or non-funded trade products
- Maker-checker authorisation, record retention and post-transaction monitoring

3.3 Customer responsibility

The customer is responsible for providing complete, accurate and current information; selecting or confirming the correct purpose; disclosing all relevant parties and relationships; ensuring lawful source and end-use of funds; and promptly submitting post-transaction evidence or regulatory filings. The Bank may decline, defer, return or seek clarification where information is incomplete, inconsistent, unverifiable or otherwise unsuitable for processing.

4. Customer journey and common processing flow

Stage	Customer-facing outcome
Initiation	Request submitted through an available authorised channel with instruction, debit authority and baseline documents.
Authentication	Authority, mandate, account status and customer credentials validated.
Classification	Transaction identified as current account, capital account like import, export, trade credit or other permitted category; purpose code established.
Due diligence	Parties, jurisdictions, sanctions, KYC, tax, source/end-use, regulatory/FEMA Compliance assessed.
Documentary review	Documents checked for completeness, consistency, validity, amount, dates, parties, terms and regulatory evidence.
Discrepancy resolution	Specific clarification or additional documents sought where required; revised submission re-validated.
FX and funding	Exchange conversion or rate arrangement completed, and account/limit/margin availability confirmed.
Authorization	Maker-checker approval and, where applicable, specialist or regulatory approval completed.
Execution	Payment, credit, document handling, finance or guarantee action executed through the relevant banking channel.
Reporting and closure	Regulatory system reporting, customer advice, document tracking and post-transaction evidence completed.

Processing clock - A request is treated as complete only after all information, approvals, declarations, funds or limits and supporting documents required for that transaction are available and found satisfactory.

5. Cross-border remittances

5.1 Outward remittances

An outward remittance is a cross-border transfer from India to a beneficiary outside India for a bona fide purpose permitted under applicable law. The baseline set ordinarily comprises:

- Customer request or payment instruction with debit authority
- Form A2 or equivalent prescribed instruction, where applicable
- FEMA declaration
- Invoice, order, contract or other underlying evidence
- Tax forms/certificates in the prescribed format, where applicable
- Purpose-specific documents listed in Annexure A
- Approvals, licences, valuation or declarations applicable to the stated purpose

5.2 Inward remittances

An inward remittance is receipt of foreign exchange in India through normal banking channels. The Bank may require the beneficiary's disposal instruction, FEMA declaration, purpose confirmation, invoice/order/contract and any purpose-specific evidence needed to establish the nature and permissibility of the receipt.

5.3 Personal remittances and LRS

- PAN and residency status must be established.
- The remittance must be within the applicable LRS framework and aggregate limit, unless permitted under approval route.
- The purpose must be eligible and correctly coded. Approval-route transactions require separate internal process.
- Tax collection and reporting requirements apply as prescribed.
- For medical treatment, studies, emigration, investment, property purchase or other higher-risk purposes, purpose-specific supporting evidence may be required.

5.4 Non-resident remittances

- Repatriation of balances or current income requires evidence of the source and applicable tax compliance.
- NRO-to-NRE transfer and remittance of assets are subject to the applicable annual limit and source-specific documentation.
- Repatriation of property or investment proceeds requires acquisition, holding, sale, tax and repatriability evidence.
- Family maintenance and savings remittances are assessed according to the applicable account and tax framework.

6. Capital-account transactions

6.1 Foreign investment into India

Foreign investment includes investment through equity instruments by a person resident outside India in an unlisted/listed Indian company meeting the prescribed threshold or control test in an Indian company. Settlement, pricing, sectoral eligibility, entry route, beneficial ownership, mode of payment and reporting must comply with the applicable framework.

6.2 Regulatory reporting

Reporting form / event	Scope
FC-GPR	Issue of equity instruments by an Indian company to a person resident outside India.
FC-TRS	Transfer of equity instruments between a resident and a person resident outside India, including applicable buy-back, exchange-traded, redemption or capital-reduction scenarios.
LLP-I	Capital contribution or acquisition of profit share in an LLP by a person resident outside India.
LLP-II	Transfer or disinvestment of capital contribution or profit share between a resident and a person resident outside India.

Reporting form / event	Scope
Convertible Notes	Issue or transfer of convertible notes by an eligible start-up company to or from a person resident outside India.

6.3 Overseas investment

Overseas investment includes acquisition or subscription of equity capital in a foreign entity, investment meeting the applicable direct-investment or control tests, permitted debt investment following an eligible equity relationship, and disinvestment. The transaction must satisfy eligibility, financial commitment, pricing, structure, reporting and documentation requirements.

6.4 External commercial borrowings

ECB receipts and repayments require the loan agreement, Loan Registration Number, prescribed ECB forms/returns, drawdown or repayment details, interest computation and evidence of compliance with the applicable borrowing framework.

6.5 BO/LO/PO and other offices

Establishment, operation and remittance of profits or surplus of a Branch Office, Liaison Office or Project Office, and opening of an overseas office by an Indian entity, require applicable approval or acknowledgement, audited financial information, tax evidence and transaction-specific declarations.

Capital-account standard - Every capital-account transaction must evidence the legal route, eligible parties, pricing or valuation, mode of payment, underlying ownership or control, approvals where applicable, and completion of prescribed reporting.

7. Import transactions and Trade credit

7.1 Documentary credits

An import letter of credit is an irrevocable undertaking issued at the importer’s request in favour of the exporter, subject to compliant presentation under its terms. Issuance, amendment, document lodgement, acceptance, payment and cancellation are governed by the credit terms and applicable rules.

7.2 Collections and open-account payments

Under import collection, the overseas supplier routes commercial or financial documents through banks for payment or acceptance. Under open-account payment, documents may be received directly, and payment is made according to the contract and regulatory requirements.

7.3 Advance import payments

Advance payment is made before shipment. The Bank may require invoice/contract evidence, undertaking for import evidence, guarantee or standby credit where applicable, and additional due diligence for high-value, specialised or non-physical imports.

7.4 Trade credit

Trade credit comprises suppliers' credit and buyers' credit extended by permitted overseas lenders for import of eligible goods. The arrangement must comply with the applicable amount, maturity, cost, lender, end-use, reporting and security framework.

8. Export transactions and export credit

8.1 Export documentary credits and collections

Export documents may be advised, confirmed, transferred, negotiated or handled for collection in accordance with the credit or collection instruction, as applicable based on the transaction under LC/collection. Documents are checked against the applicable terms, and proceeds are reported and realised in accordance with the export framework.

8.2 Export bills and regularisation

- Bills under documentary credit or collection
- Direct-payment or advance-payment export documents
- Software exports supported by SOFTEX or other prescribed evidence
- Third-party export proceeds where permitted and fully disclosed
- Reduction in invoice value, write-off, refund, claim or agency commission subject to applicable conditions
- Regularisation and closure in EDPMS or other prescribed system

8.3 Export credit

- Packing credit or pre-shipment finance against eligible export order or documentary credit.
- Purchase or discounting of eligible non-LC export bills.
- Negotiation of compliant export bills under documentary credit.
- Post-shipment finance and repayment from realised export proceeds.

9. Documentation standards

9.1 General rules

- Documents must be legible, valid, dated, executed by authorised persons and consistent with the payment instruction.
- Names, countries, currency, amount, purpose, invoice or contract reference and beneficiary details must reconcile across documents.
- Where originals are required by law, product terms or instrument rules, copies or electronic records do not substitute unless specifically accepted.
- Translated or notarised copies may be required where documents are not in an acceptable language or authenticity requires validation.
- The Bank may independently verify documents, counterparties, approvals, licences, regulators, valuation professionals, tax professionals or overseas banks.
- Customer declarations do not replace external evidence where the regulatory framework requires such evidence.
- The Bank may request additional documents based on transaction complexity, value, geography, risk indicators, structure, unusual features or incomplete audit trail.
- The underlying documents submitted should be in compliance with RBI guidelines like

- ✓ Export proceeds shall ordinarily be realized and repatriated within the period prescribed by RBI from time to time
- ✓ Third-party export/import are fully disclosed with supporting documents as per RBI guidelines
- ✓ Advance against exports is as per RBI guidelines
- ✓ Reduction in invoice value, write-off, refund, claim are subject to applicable RBI guidelines
- ✓ Import payments is completed within the prescribed period from shipment date
- ✓ Extensions are subject to RBI conditions and limits.
- ✓ Advance Import Payment are as per RBI guidelines.
- ✓ Evidence of Import are submitted as per RBI guidelines.
- ✓ RBI prescribes detailed rules regarding direct receipt of import documents from overseas suppliers are in compliance with specific thresholds and eligible entities.
- ✓ Suppliers' credit and buyers' credit, and need to comply with maturity, lender, end-use, reporting requirements.

9.2 Enhanced due diligence triggers

Trigger	Illustrative additional review
High value or unusual pattern	Commercial rationale, source/end-use, group structure, financial capacity and transaction history.
Complex or multi-party structure	Agreements, flow of funds, beneficial owners, agency/treasury arrangements and third-party roles.
Sensitive jurisdiction or party	Enhanced sanctions and reputational-risk review; independent verification.
Capital-account pricing	Valuation method, valuer eligibility, arm's-length basis and date relevance.
Delayed or retrospective transaction	Reason for delay, chronology, regulatory reporting status and approval/late-submission implications.
Mismatch or inconsistency	Revised documents, reconciliation statement, explanation and independent confirmation where required.

10. Processing timelines, charges and status communication

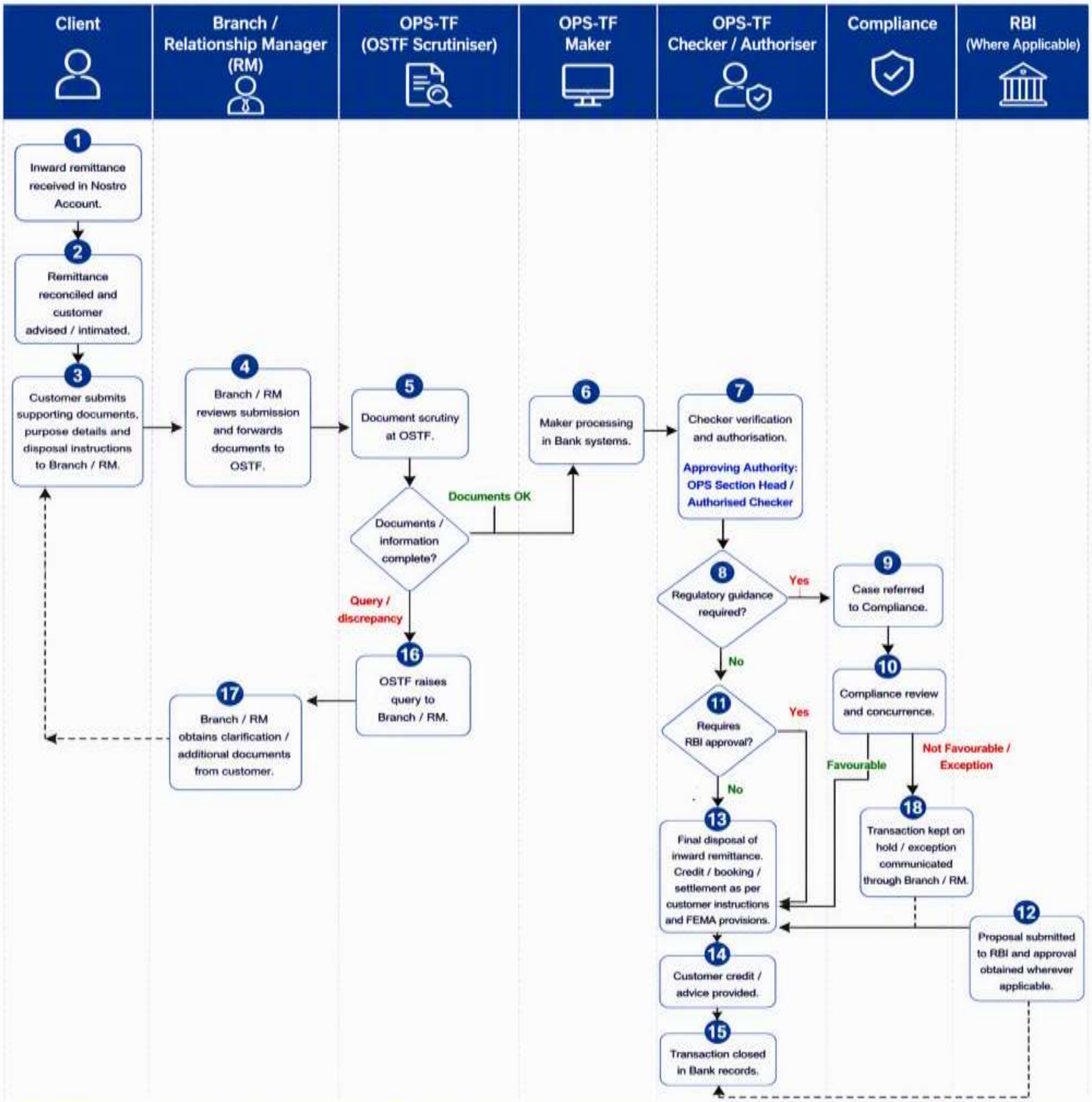
10.1 Processing standards

Requests received within the prescribed cut-off time (ideally by 2:00 PM) complete in all respects through the relevant channel and product and not requiring enhanced review, regulatory clarification, correspondent-bank intervention or customer correction are targeted for processing within on the same business day.

(Same-day processing is applicable only to eligible transactions submitted before the stipulated cut-off time and supported by complete documentation and requisite details).

Documentary-credit examination timelines remain subject to the applicable instrument rules.

Inward Remittance Processing Flow (Federal Bank as AD Bank)



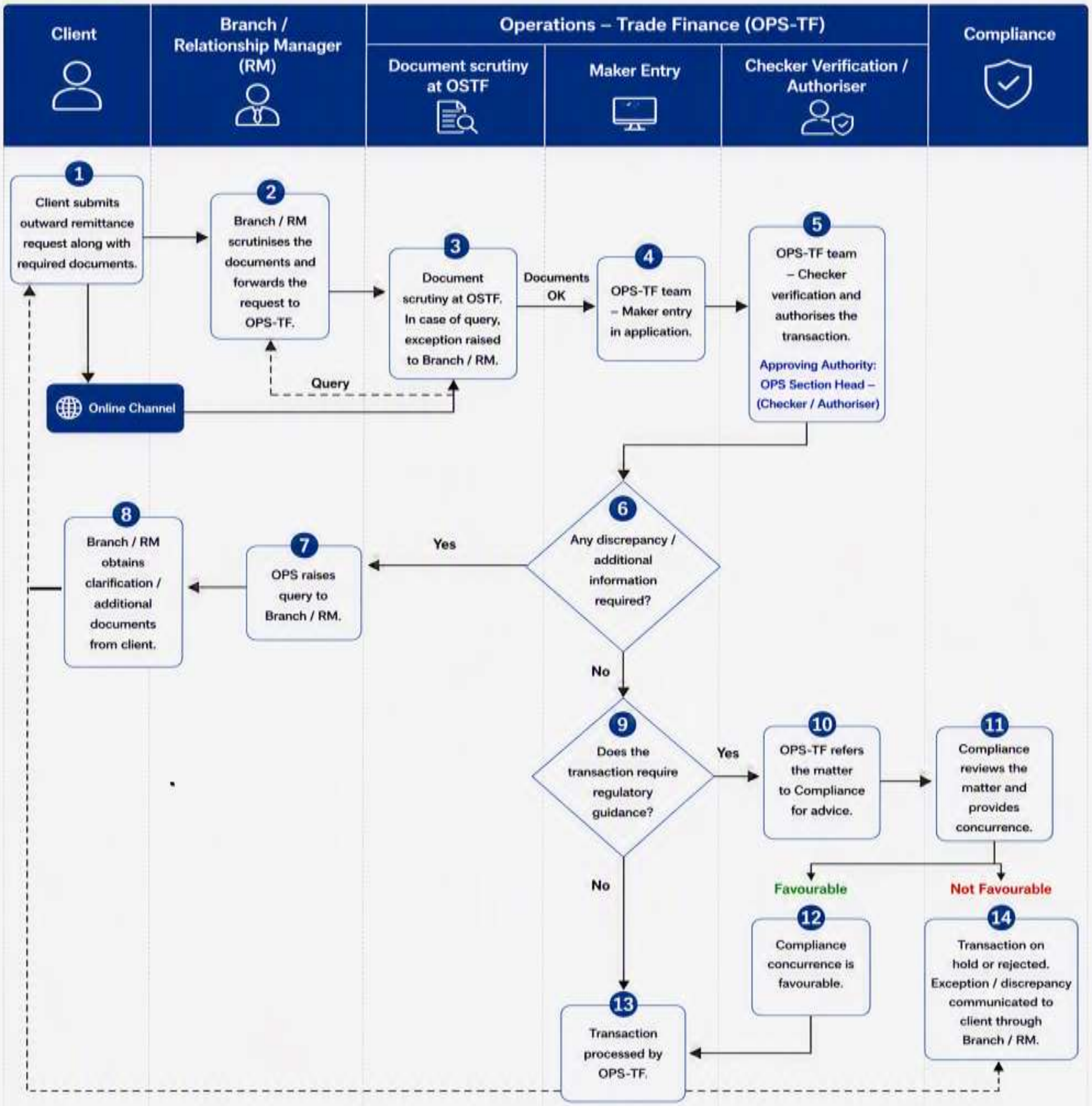
Approving Authority

Stage No.	Activity	Approving Authority
7	Checker verification and authorisation of inward remittance	OPS Section Head (Checker / Authoriser)
12*	Cases requiring RBI approval	RBI approval wherever applicable

Federal Bank

Process Flow – Outward Remittance

(Under Current Account)



Approving Authority

Stage No.	Activity	Approving Authority
5	Checker verification and authorisation of transaction	OPS Section Head (Checker / Authoriser)

10.2 Factors affecting timelines

- Incomplete or discrepant documentation
- Customer response time
- Regulatory or legal clarification
- Sanctions or financial-crime review
- Credit, limit, margin or collateral requirements
- Foreign-exchange deal or liquidity arrangements
- Correspondent bank, overseas bank or beneficiary-bank processing
- Public holidays, currency holidays, market disruption or system outage
- Regulatory reporting exceptions or unresolved historical entries

10.3 Charges and exchange rates

Fees, commissions, taxes, correspondent-bank charges and foreign-exchange conversion are applied according to the Bank's published schedule, customer arrangement, product terms and transaction specifics. The customer should review the applicable charge option and rate arrangement before authorising the transaction.

Link for forex rates: Click here

Link for Services Charges: Click here

10.4 Status and discrepancy communication

The Bank will use available customer channels to acknowledge requests, communicate material discrepancies and provide execution or rejection status. A discrepancy communication will, to the extent practicable, identify the information or document required without limiting the Bank's ability to raise additional points emerging from subsequent review.

11. Grievance redressal and escalation

Customers may raise service concern through the branch, relationship team, customer-care channel or the grievance-redressal mechanism published on the Bank's website. If the initial response is not satisfactory, the matter may be escalated through the successive levels specified in the Bank's grievance-redressal framework, including the Internal Ombudsman framework where applicable.

Link for Grievance redressal framework

12. Governance, oversight and training

- The Bank maintains documented operating procedures and maker-checker controls for cross-border transactions.
- Transaction processing is subject to risk-based supervisory, compliance, audit and quality review.
- Regulatory and process changes are communicated to relevant staff through updates and role-appropriate training.
- Exceptions and audit observations are assigned, tracked and remediated through defined governance channels.
- This Framework is reviewed when material regulatory or process developments affect customer requirements.

Annexure A. Purpose-code group documentation matrix

The documentation matrices below outline the standard requirements generally applicable to the respective transaction categories. Customers are requested to select the purpose code that most accurately reflects the nature of the underlying transaction. Depending on the transaction specifics and applicable regulatory requirements, additional information or supporting documents may be sought to establish the permissibility and bona fides of the transaction.

No.	Purpose group	Purpose-specific documentary evidence
1	Capital account: intangible assets, guarantees and other capital transactions	Agreement; valuation report; approval/consent; ownership or obligation evidence; For Guarantees, purposes permitted under Guarantees regulations; other transaction-specific documents.
2	Foreign portfolio investment	Evidence establishing portfolio-investment classification; broker/custodian statement, if required; investment or disinvestment evidence.
3	External commercial borrowings	Loan agreement; Form ECB; LRN; drawdown/repayment computation; latest reporting acknowledgement; other ECB documents.
4	Short-term credits / trade credit	Trade-credit or SBLC/BG details; offer/disbursement advice or demand message; import evidence; maturity and repayment computation.
5	Banking capital	Deposit/account evidence; source and repatriability evidence; underlying account statement or maturity instruction.
6	Financial derivatives and other instruments	Contract /confirmation; underlying exposure; margin or settlement statement; regulatory approval where applicable.
7	External assistance	Government agreement or contract; repayment schedule; Invoice; authorisation.
8	Imports / exports of goods	Invoice; purchase/sale order or contract; transport document; Bill of Entry or Shipping Bill; licence/approval where applicable.
9	Transport	Invoice; agreement; BL/AWB/LR or other transport evidence; computation for consolidated claims.
10	Travel	Invoice or estimate; passport and valid visa where relevant; traveller list; PAN/LRS declarations; purpose-specific evidence.
11	Construction services	Invoice; contract; project-export approval where applicable; trade/transport documents.
12	Insurance and pension services	Invoice; framework or cover note; claim or settlement evidence; regulatory registration/approval where applicable.
13	Financial services	Invoice; evidence of principal transaction; agreement or service statement.

No.	Purpose group	Purpose-specific documentary evidence
14	Telecommunication, computer and information services	Invoice; agreement; CA/SA certificate where applicable; SOFTEX for eligible software exports.
15	Intellectual-property charges	Invoice; licence/IP agreement; valuation or calculation of royalty/fee where applicable.
16	Other business services	Invoice; agreement, contract, engagement or appointment letter; completion or service evidence where relevant.
17	Personal, cultural and recreational services	Invoice; contract; event or service evidence.
18	Government transactions not elsewhere classified	Government/embassy/consulate/diplomatic-mission evidence; invoice or official demand, any other document based on the underlying transaction for due diligence of the permissibility of the transaction.
19	Secondary income: gifts, donations and family maintenance	Gift/donation/relationship declaration; source-of-funds and recipient evidence; underlying rationale.
20	Primary income: salary, dividend, interest and profits	Employment/investment evidence; computation; board/AGM resolution where relevant; tax evidence; approval if applicable.
21	Other: reversals, refunds and deemed transactions	Original transaction evidence; reason and chronology; proof of receipt/payment; NOC/FIRC where applicable.
22	Maintenance and repair services	Invoice; agreement; ownership evidence for ship/vessel/aircraft/asset; export/re-import evidence where applicable.
23	Manufacturing services on goods owned by others	Processing agreement; proforma/commercial invoice; movement and ownership evidence for goods.

A.2 Outward remittance baseline

Customer request/payment instruction; FEMA declaration; Form A2 where applicable; invoice/order/contract; tax documentation where applicable.

A.3 Inward remittance baseline

Disposal instruction/purpose confirmation; FEMA declaration; invoice/order/contract where applicable.

ANNEXURE B - Comprehensive Documentary Requirements for Capital-Account Transactions

The requirements below represent the standard documentary starting point for the stated transaction. Customers are requested to submit documents that fully establish the transaction structure, ownership, consideration, pricing, approvals, tax position and reporting status. Additional information or evidence may be sought based on the facts, parties, jurisdiction, value, risk assessment or applicable regulatory requirements.

Baseline for outward capital-account remittances - Customer request with debit authority; Form A2, where applicable; FEMA declaration; tax documentation as applicable; complete underlying transaction documents; and evidence of all required approvals.

B.1 Foreign investment in Indian entities and related remittances

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.1.1	Receipt of foreign investment consideration by an Indian company	Disposal instruction; FEMA declaration; inward remittance/IRM details; investor and remitter particulars; KYC report from the remitting bank through permitted banking channel.	Government approval where applicable; beneficial-ownership and control declaration; sectoral licence/approval; constitutional and investment documents where required.	Credit and purpose classification are based on the underlying investment event.
B.1.2	Rights issue to a non-resident shareholder	Disposal instruction, FEMA declaration, Offer letter; board/shareholder approval; entitlement computation; existing shareholding evidence; payment evidence for rights issue; terms of issue.	Pricing confirmation; renunciation documents; government approval or sectoral confirmation where applicable.	Reporting and allotment evidence to correspond with the underlying issue.
B.1.3	Issue of convertible debentures / preference shares treated as equity instruments	Board/shareholder resolution; offer/issue terms; valuation; investor KYC; FIRC/IRM; allotment evidence; conversion terms.	Government approval; debenture trust or subscription agreement; CS certificate; beneficial ownership declaration.	Instruments must qualify as an equity instrument under the applicable framework.

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.1.4	Issue of convertible notes by an eligible start-up	Start-up recognition certificate; board resolution; convertible-note instrument; investor KYC; FIRC/IRM; incorporation documents; consideration evidence.	Government approval; valuation or pricing evidence where applicable; transfer or conversion terms; beneficial ownership declaration.	Issue, transfer and conversion reporting to follow the prescribed route.
B.1.5	Refund of share application money / unallotted consideration	Customer request and board resolution; original FIRC/IRM and investor KYC; allotment chronology; calculation of refundable amount; investor refund instruction; declaration that no interest is paid unless permitted.	Approval or compounding/late-submission evidence where applicable; original reporting acknowledgement; tax documentation; explanation for delay or non-allotment.	Refund must be linked to the original receipt and applicable allotment/refund timeline.
B.1.6	Reimbursement of pre-incorporation expenses by Indian company to foreign investor / parent	Customer request/Form A2; incorporation certificate; underlying invoices; statutory auditor certificate identifying eligible pre-incorporation expenditure and amount; proof that expenditure preceded incorporation.	Board approval; computation against applicable ceiling; investment evidence; tax documentation; declaration excluding deposits or post-incorporation funding.	Only eligible pre-incorporation expenses are considered.
B.1.6	Remittance of dividend to non-resident shareholder	Board/AGM resolution declaring dividend; shareholder/demat register; dividend computation; evidence shares are held by non-resident; designated dividend-account details; Form A2 and tax documentation.	FC-GPR/FC-TRS or other acquisition evidence; approval where original investment was under approval route; unpaid-dividend account evidence where relevant.	Dividend amount and recipient must reconcile with recorded shareholding.
B.1.7	Payment of interest on fully convertible debentures / preference shares	Board resolution or instrument terms specifying interest; investor holding evidence; computation; Form A2; tax documents; original issue/reporting evidence.	Approval where applicable; auditor confirmation; payment schedule or overdue justification.	Instrument terms and original issue classification must support payment.

B.2 Transfer and exit transactions involving equity instruments

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.2.1	Transfer from resident seller to non-resident buyer	Share purchase/transfer agreement; buyer and seller consent; valuation report; investor KYC; inward remittance/FIRC; board approvals where applicable; SH-4/demat statement; pre- and post-transfer shareholding.	Escrow or deferred-consideration agreement; power of attorney where consent is signed by agent; beneficial ownership declaration; sectoral approval; Government / RBI approval where applicable.	Pricing, entry route, sectoral conditions, mode of payment and FC-TRS reporting apply.
B.2.2	Transfer from non-resident seller to resident buyer	Share purchase/transfer agreement; buyer and seller consent; valuation report; Form A2; outward remittance/debit evidence; non-resident declaration; board resolutions; SH-4/demat statement; proof the seller acquired shares on repatriation basis.	Escrow/deferred consideration agreement; tax documents; power of attorney; separate confirmation from investee company that transfer is or will be taken on record, Government / RBI approval where applicable..	Outward consideration and pricing must correspond with the transferred holding.
B.2.3	Buy-back of shares from non-resident shareholder	Buy-back offer letter; non-resident acceptance; board and shareholder approvals; valuation/pricing evidence; Form A2 and remittance evidence; original acquisition/FC-GPR or FC-TRS evidence; non-resident declaration.	Companies Act filings; solvency declaration; tax documentation; beneficial ownership evidence; Government approval where applicable.	Buy-back is treated as the underlying exit transaction; FC-TRS or prescribed reporting follows accordingly.
B.2.4	Redemption of preference shares held by non-resident	Board/shareholder resolution; original issue terms containing redemption clause; non-resident redemption request; redemption computation; Form A2; original FC-GPR/FC-TRS or acquisition evidence; non-resident declaration.	Valuation where redemption terms require it; Companies Act filings; tax documents; RBI approval where applicable.	Redemption must be consistent with original terms and applicable pricing framework.

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.2.6	Capital reduction involving payment to non-resident	NCLT order; offer/notice of capital reduction; non-resident acceptance; board/shareholder resolution; valuation report; entitlement computation; Form A2; original acquisition/reporting evidence; non-resident declaration.	Tax documents; creditor compliance evidence; government/RBI approval where applicable; post-reduction capital structure.	Payment must follow the sanctioned reduction and prescribed reporting.
B.2.7	Sale following merger, demerger or scheme of arrangement	NCLT/court order and approved scheme; board resolutions; share entitlement/allotment or sale computation; valuation; shareholder register; payment instruction.	Tax documents; original investment evidence; regulatory declarations, Government / RBI approval where applicable.	Transaction classification depends on the scheme and resulting transfer or issue.
B.2.8	Deferred consideration / indemnity under share transfer	Original SPA; deferred consideration or indemnity clause; initial payment and FC-TRS evidence; computation of balance; satisfaction of milestone/claim; parties' confirmation.	Escrow statement; valuation confirmation; RBI approval where period/amount exceeds applicable conditions; tax documentation;	Payment must remain within the permitted deferred-consideration framework.
B.2.9	Escrow-funded share transfer	SPA; escrow agreement; escrow account statement; buyer/seller instructions; valuation; investor KYC; payment trail; transfer evidence.	Escrow agent confirmation; deferred consideration terms; approval where applicable; RBI approval where applicable.	Escrow is examined as the payment mechanism for the underlying transfer.
B.2.10	Winding up / liquidation of Indian company involving remittance to non-resident	Liquidation/winding-up order; liquidator's distribution statement; audited accounts; auditor certificate that liabilities and taxes are paid/provided; shareholder entitlement; original investment evidence; Form A2.	Tax clearance; no-pending-proceedings confirmation; government approval; deregistration evidence.	Remittance is limited to verified distribution entitlement.

B.3 Investment and transfer involving LLPs

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.3.1	Capital contribution / acquisition of profit share in LLP by non-resident	Disposal instruction, LLP agreement and relevant contribution/profit-share clauses; FIRC/IRM; investor KYC; valuation certificate; designated partner/authorised representative certificate and declaration; contribution and ownership details.	Government approval; sectoral eligibility declaration; beneficial ownership statement; amended LLP agreement where applicable.	LLP-I reporting follows the underlying contribution/acquisition.
B.3.2	Transfer of capital contribution / profit share from resident to non-resident	Transfer agreement; buyer/seller consent; valuation; investor KYC; inward remittance; LLP agreement and contribution record; prior reporting acknowledgement.	Government approval; amended LLP agreement; beneficial ownership declaration; tax documents.	LLP-II reporting applies to the underlying transfer.
B.3.3	Transfer of capital contribution / profit share from non-resident to resident	Transfer agreement; buyer/seller consent; valuation; Form A2/outward remittance evidence; non-resident declaration; LLP contribution record and prior acknowledgement.	Tax documents; government approval; amended LLP agreement.	Repatriability and pricing are verified before outward payment.
B.3.4	Repatriation of LLP partner's profit share	Partners' resolution/minutes; audited financial statements; LLP agreement extract on profit-sharing ratio; profit computation; evidence of contribution reporting; Form A2 and tax documents.	Auditor certificate; accumulated-profit reconciliation; RBI approval where applicable.	Profit distribution must be distinguished from return of capital.

B.4 Overseas investment by Indian entities and resident individuals

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.4.1	Subscription to memorandum of foreign entity	Customer request with charge authority; Form FC in prescribed format; statutory auditor certificate; board resolution identifying related parties, purpose and amount; PAN, LEI; foreign entity incorporation certificate; memorandum/subscription document.	JV agreement; host-jurisdiction evidence; partnership registration; financial-services eligibility documents; Form A2, Deferred Payment document.	Initial subscription is the underlying ODI event; UIN/reporting and late-submission implications apply where relevant.
B.4.2	Acquisition of equity capital from existing overseas shareholder	Customer request, Form FC; board resolution; statutory auditor certificate; PAN, LEI; SPA/share acquisition agreement; foreign entity incorporation and constitutional documents; valuation on internationally accepted arm's-length basis; Form A2.	JV agreement; share-swap agreement; financial-services eligibility documents; approval where applicable; seller ownership evidence, Deferred Payment document	Acquisition price, control and resulting ownership determine ODI classification.
B.4.3	Initial overseas investment by resident individual under LRS	Form FC sections applicable to individual; LRS and TCS declarations; PAN; foreign entity incorporation and constitutional documents; subscription/SPA; valuation wherever applicable; Form A2.	JV agreement; additional acquisition documents; beneficial ownership declaration; approval where activity/entity is restricted. Deferred Payment document.	LRS limit and overseas investment eligibility apply together.
B.4.4	Subsequent investment in foreign entity	Customer request; existing UIN/ODI acknowledgement; board resolution; Form FC; statutory auditor certificate; revised investment details; valuation and Form A2.	Updated shareholding; financial commitment computation; financial-services documents; RBI approval where applicable.	No remittance until prior reporting/default conditions are addressed where required.
B.4.5	Debt investment / loan to foreign entity	Customer request; existing eligible equity relationship/UIN; board resolution; Form FC; loan agreement stating amount, tenor and arm's-length interest; statutory auditor certificate; Form A2.	Repayment schedule; security documents; financial commitment computation; RBI approval where applicable.	Debt investment is considered only where permitted following eligible equity investment.

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.4.6	Corporate guarantee / bank guarantee / performance guarantee for foreign entity	Board resolution; guarantee application and text; underlying facility/project agreement; existing ODI/UIN; financial commitment computation; beneficiary/lender details.	Counter-guarantee; security/charge documents; valuation of pledge; approval where guarantee structure requires it.	Guarantee exposure is included in financial commitment according to applicable rules.
B.4.7	Pledge or charge over shares/assets for overseas borrowing	Board resolution; lender/facility agreement; pledge/charge documents; UIN/ODI evidence; asset/share valuation; foreign entity ownership details.	Legal opinion; no-objection from existing lender; host-country registration; RBI approval where applicable.	Security must support a permitted borrowing and eligible lender/end-use.
B.4.8	Restructuring of overseas investment	Board resolution; restructuring proposal/agreement; pre- and post-restructuring capital structure; valuation; UIN and prior filings; impact on financial commitment and accumulated losses.	Lender/shareholder consents; auditor certificate; write-off computation; host-country approval; RBI approval where applicable.	Restructuring, diminution and write-off conditions are examined together.
B.4.9	Disinvestment / sale of overseas equity	Customer request; board resolution; offer/SPA; valuation prior to disinvestment; UIN and original investment evidence; buyer details; sale proceeds and repatriation instruction.	Approval where original investment was under approval route; write-off calculation; lender/NOC; tax and closure evidence.	Pricing, repatriation and reporting conditions apply.
B.4.10	Liquidation / voluntary closure / strike-off of foreign entity	Board resolution; liquidation or closure certificate from overseas authority; liquidator statement; final audited accounts; UIN; distribution computation; evidence of repatriation.	Legal opinion; tax clearance; creditor settlement; write-off documents where no proceeds are received; RBI approval where applicable.	Closure is recognised only on satisfactory evidence from the host jurisdiction.
B.4.11	Write-off on overseas disinvestment	Disinvestment documents; valuation; audited loss position; board resolution; UIN and investment history; eligible write-off computation; auditor certificate.	Liquidation/closure evidence; approval where applicable; explanations for nil/short consideration; RBI approval where applicable.	Write-off eligibility is verified separately from sale completion.

B.5 External commercial borrowings and capital-account borrowing transactions

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.5.1	Initial ECB drawdown	Executed loan agreement; Form ECB and Loan Registration Number; drawdown notice; lender KYC and recognised-lender evidence; designated account details; permitted end-use declaration.	Hedging evidence; board resolution; security/charge documents; government/RBI approval where applicable; conversion option terms.	Drawdown is permitted only after required registration and compliance with ECB parameters.
B.5.2	ECB principal repayment	Customer request/Form A2; loan agreement; LRN; repayment schedule; principal outstanding reconciliation; latest ECB return acknowledgement; lender demand/advice.	Prepayment/call option evidence; approval for changed terms; tax documentation where relevant.	Repayment must reconcile with reported drawdown and outstanding principal.
B.5.3	ECB interest / fee / charge payment	Form A2; loan agreement; invoice; benchmark, spread, period and amount computation; LRN; latest ECB return acknowledgement; tax documents.	Evidence of amended interest terms; default/penal interest computation; approval where cost exceeds permitted ceiling.	All-in-cost and reporting compliance are examined.
B.5.4	Change in ECB terms	Borrower request; lender consent/amendment agreement; board resolution; revised repayment/cost/security terms; LRN and reporting history.	Approval where restructuring is outside delegated powers; updated hedging and end-use evidence.	Changes must be reported through prescribed channel.
B.5.5	Conversion of ECB into equity	Conversion agreement; board/shareholder approvals; valuation/pricing certificate; outstanding ECB confirmation; LRN and latest return; allotment documents; lender KYC.	Government approval; CS certificate; post-conversion capital structure; FC-GPR/ECB reporting evidence.	Both borrowing closure and equity issue requirements apply.

B.6 Non-resident accounts, assets and property-related remittances

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.6.1	Repatriation of FCNR deposit maturity proceeds	Remittance request; deposit advice and maturity details; account statement; beneficiary/remittance instruction.	Tax or lien release evidence where applicable.	Permissibility follows the applicable account regulations.

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.6.2	Repatriation of current income from NRO account	Form A2/request; evidence of rent, pension, dividend, interest or other current income; CA certificate with computation and confirmation of taxes; account statement.	Lease, dividend resolution, interest certificate or pension evidence according to source.	Current income must be distinguished from capital receipts.
B.6.3	NRO to NRE transfer	Request and FEMA declaration; NRO and NRE account details; source-of-funds evidence; account statement; CA-certified tax computation and compliance.	Sale deed, gift deed, inheritance/probate/succession documents; confirmation deposits originated from NRE funds where relevant.	Transfer falls within the applicable remittance-of-assets framework and annual limit.
B.6.4	Remittance of assets by NRI / OCI, including NRO balance	Form A2/request; remittance declaration; source and ownership evidence; account statement; CA-certified computation and tax compliance.	Sale deed and acquisition evidence; gift/inheritance/settlement documents; probate/succession certificate; annual-limit utilisation declaration.	Source-specific documentation is mandatory.
B.6.5	Repatriation of property sale proceeds where property was acquired from foreign exchange / NRE / FCNR funds	Sale deed; original purchase deed; proof of acquisition payment through banking channel or NRE/FCNR account; bank statements; Form A2; CA certificate and tax documents.	Registration/index records; loan closure/NOC; inheritance documents; purchaser payment proof.	Repatriability is assessed from the original mode and amount of acquisition.
B.6.6	Remittance of property sale proceeds under USD 1 million facility / Applicable ceiling.	Sale deed; acquisition/source documents; NRO credit evidence; Form A2; CA certificate; tax compliance; annual-limit declaration.	Gift/inheritance/probate documents; property valuation; co-owner consent.	Applicable annual ceiling and conditions are verified.
B.6.7	Remittance of assets by foreign national of non-Indian origin	Form A2/request; passport/visa and residency evidence; source/ownership documents; retirement/employment evidence where applicable; CA certificate and tax compliance.	Inheritance/legacy documents; sale deed; nationality-specific approval where applicable.	Applicable annual limit and nationality restrictions are verified.

B.7 Branch, liaison and project offices and overseas offices

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
B.7.1	Remittance of profit by branch office in India	Form A2; RBI/AD approval for branch; audited balance sheet and profit and loss account; CA certificate computing remittable profit, confirming permitted activities and excluding revaluation profit; tax documents.	No-pending-liability confirmation; approval conditions; transfer-pricing or head-office allocation evidence.	Only eligible post-tax profit from permitted activities is remittable.
B.7.2	Remittance of surplus on completion of project / winding up	Final audited project accounts; CA certificate for surplus; auditor certificate that statutory liabilities are paid/provided; tax assessment/payment evidence; confirmation of no pending legal proceeding; closure/completion evidence.	Liquidator/registrar documents; client completion certificate; government/RBI approval, if applicable.	Surplus is remitted after liabilities and taxes are addressed.
B.7.3	Intermittent remittance by project office	Form A2; audited/interim project accounts; CA/SA auditor certificate confirming adequate provision for liabilities; undertaking that remittance will not affect project completion and shortfall will be met by inward remittance.	Project contract and approval; client certificate; cash-flow statement.	Remittance must not prejudice project completion or creditors.
B.7.4	Opening overseas branch / representative office by Indian entity	Request appointing Federal Bank as designated AD; application and undertaking; board resolution; overseas office registration/account details; business plan and expense budget.	CA certificate/self-declaration on initial and recurring expense limits; host-country approval; lease or property documents.	Initial and recurring remittances are evaluated against applicable limits.
B.7.5	Acquisition of property for overseas office	Overseas office approval; board resolution; property agreement; valuation; CA certificate/self-declaration regarding expense limits; Form A2.	Host-country legal opinion; title report; regulatory approva,l if applicable.	Property must be for the permitted overseas-office activity.

ANNEXURE C

Comprehensive Documentary Requirements for Import Transactions

The applicable checklist depends on the payment stage, movement of goods or delivery of services, documentary route, credit arrangement and evidence available in IDPMS. Standard documents are supplemented by threshold-based, commodity-specific and transaction-specific requirements.

Import baseline - Customer request/payment instruction; FEMA declaration; Form A1/A2 where applicable; invoice/contract; OGL / Non-Negative List or equivalent commodity declaration; import licence for restricted goods; and tax documentation for interest, fee or service components where applicable.

C.1 Advance import payments

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.1.1	Advance payment for import of goods below the applicable guarantee threshold	Customer request; proforma invoice/purchase order/contract; FEMA declaration; import licence where applicable; beneficiary and supplier details; undertaking to submit evidence of import.	Enhanced due diligence of the supplier if applicable, unusual goods or high-risk country; payment schedule; insurance.	Import evidence must be submitted and matched within the prescribed period.
C.1.2	Advance payment for import of goods at or above applicable threshold	Documents in C.1.1; unconditional irrevocable SBLC/BG from permitted bank or AD Category-I bank backed by acceptable counter-guarantee.	Where guarantee is not obtained, customer declaration explaining reasons and documents required under the applicable delegated framework.	Threshold and guarantee conditions are applied as prevailing regulation.
C.1.3	High-value advance import of goods	Advance-import baseline; SBLC/BG; supplier due diligence; contract with delivery milestones; payment and performance terms.	Credit report; board approval; independent inspection or progress evidence for milestone payment, if applicable.	Enhanced due diligence and guarantee requirements apply.
C.1.4	Advance payment for import of services below applicable guarantee threshold	Customer request; proforma invoice/contract; service scope, consideration and completion period; FEMA declaration; undertaking to submit completion evidence.	Tax documents; payment milestone evidence, if applicable.	Service purpose and commercial basis must be established.

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.1.5	Advance payment for import of services at or above applicable threshold	Documents in C.1.4; unconditional irrevocable SBLC/BG from permitted bank.	Customer declaration and enhanced due diligence where guarantee is not obtained under permitted framework.	Guarantee requirement and completion tracking apply.
C.1.6	Advance payment for rough diamonds	Advance-import baseline; proforma invoice/contract; GJEPC recommendation where applicable; evidence importer is recognised processor with satisfactory track record; conflict-diamond declaration.	Undertaking to submit Kimberley Process Certificate with Bill of Entry; supplier/mining company evidence.	Commodity-specific controls apply.
C.1.7	Advance payment for aircraft, helicopter or aviation purchase	Advance-import baseline; purchase agreement; proforma invoice; Ministry of Civil Aviation/DGCA approval where applicable; delivery and registration details;	SBLC/BG if applicable, valuation; financing details; end-use and ownership evidence.	Sectoral approval and high-value advance controls apply, Bill of Entry submission declaration.
C.1.8	Advance payment for shipping vessel	Advance-import baseline; vessel purchase agreement; invoice; vessel particulars and ownership details.	SBLC/BG (as applicable); classification/registration documents; valuation and delivery evidence.	Sector-specific requirements and evidence of import/registration apply.
C.1.9	Advance payment for software, data, drawings or designs delivered electronically	Customer request; proforma invoice/contract/licence; description of software/data/drawing/design; mode of electronic delivery; FEMA declaration.	Declaration to inform Customs where applicable; CA certificate evidencing receipt; user/licence confirmation.	Non-physical delivery must be independently evidenced.

C.2 Open-account and direct import payments

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.2.1	Post-shipment open-account payment for goods	Customer request; commercial invoice; BL/AWB/other transport document; Bill of Entry/IDPMS particulars; import licence where applicable; FEMA declaration.	Undertaking where goods have not arrived; discrepancy explanation; supplier statement; NOC from another AD bank where applicable.	Invoice, shipment, customs and payment details must reconcile.

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.2.2	Open-account payment by sole proprietorship / partnership / LLP above delegated ceiling	Documents in C.2.1; entity financials and transaction rationale.	RBI approval where required by prevailing ceiling; enhanced supplier and importer due diligence.	Entity-specific ceiling and approval requirements apply.
C.2.3	Open-account import of services	Customer request/Form A2; invoice; executed agreement or engagement; service description and period; completion/acceptance evidence.	Tax documents; sectoral approval; CA/management certificate; delayed-payment explanation.	Correct service purpose code and tax treatment are required.
C.2.4	Direct receipt of import documents from overseas supplier	Customer request; invoice; original transport document; Bill of Entry/IDPMS details or undertaking; import licence.	Customer eligibility and track-record evidence; overseas supplier banker/credit report where required; declaration on direct receipt.	Bank must be satisfied with bona fides and track record.
C.2.5	Payment where shipment has arrived but Bill of Entry is pending	Customer request; invoice; transport document; cargo arrival evidence; undertaking to submit Bill of Entry; expected clearance details.	Customs broker communication; reason for delay; licence.	IDPMS follow-up continues until evidence of import is submitted.
C.2.6	Payment for delayed import of services	Invoice; agreement; delay chronology and reason; evidence service was rendered; Form A2; tax documents.	Additional documents for prolonged delay; approval where delay/interest exceeds delegated framework.	Principal and interest or penalty components are assessed separately.

C.3 Import documentary credits

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.3.1	Import LC issuance	LC application with debit authority; FEMA and commodity declaration; proforma invoice/purchase order/sales agreement; insurance where Incoterms require importer cover; import licence for restricted goods.	Merchanting-trade declaration if required; sanctioned facility/margin; legal vetting for non-standard clauses; sectoral approval.	Issuance is subject to credit sanction and applicable documentary-credit rules.

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.3.2	Import LC amendment	Amendment application; revised purchase order/contract where relevant; reason for amendment.	Merchanting-trade declaration if required; Enhanced insurance; additional margin/limit; extension justification; beneficiary consent for adverse amendment.	Amendment remains subject to credit and regulatory review.
C.3.3	Import LC cancellation / closure	Customer request; beneficiary/confirming-bank consent where required; LC utilisation and outstanding confirmation.	Indemnity for lost instrument; release of margin/security; regulatory closure evidence.	Irrevocable credit cannot be cancelled unilaterally.
C.3.4	Document presentation / bill lodgement under LC	Overseas bank covering schedule; signed commercial invoice; original transport documents; Documents where applicable like bill of exchange, insurance, packing list, certificate of origin, inspection/quality and other document stipulated in LC.	Discrepancy list and applicant waiver, if applicable; stamp duty; sanctions clarification.	Documents are examined against LC terms within applicable rules.
C.3.5	Acceptance of usance/deferred-payment LC bill	Accepted bill of exchange or acceptance instruction; document presentation and discrepancy waiver; maturity calculation.	Credit-limit confirmation; stamp duty; acknowledgement of charges/interest.	Acceptance establishes payment obligation at maturity.
C.3.6	Retirement / payment of LC bill	Debit authority; bill acceptance/maturity details; funds or sanctioned limit; invoice and import evidence.	Form A2/tax documentation for interest/charges; discrepancy settlement; crystallisation documents.	Payment follows LC terms and accepted obligation.
C.3.7	Reimbursement finance / buyer's credit linked to LC	Import LC documents; funding offer; trade-credit form; lender details; drawdown and maturity terms; customer acceptance.	SBLC/guarantee documents; NOC from another AD bank; tax documents; reporting evidence.	Trade-credit eligibility, cost and maturity apply.

C.4 Import collections and document release

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.4.1	Import bill under collection, documents against payment	Overseas-bank collection instruction; bill of exchange where applicable; signed invoice; original transport documents; other documents received; customer debit authority.	Discrepancy/short-document instruction; import licence; sanctions clarification.	Documents are released against payment according to collection instruction.
C.4.2	Import bill under collection, documents against acceptance	Collection instruction; bill of exchange; invoice; original transport documents; customer acceptance.	Sanctioned limit; maturity acknowledgement; aval/guarantee where requested and approved.	Documents are released against acceptance as instructed.
C.4.3	Payment at maturity of DA collection bill	Debit authority; accepted bill and maturity advice; invoice/import evidence; funds/limit.	Interest/charges computation; tax documents; extension or rollover agreement.	Payment must correspond with accepted maturity.
C.4.4	Direct collection documents received without complete transport set	Collection instruction and available documents; importer explanation.	Indemnity; supplier/overseas-bank confirmation; cargo/customs evidence.	Release/payment depends on satisfactory resolution of missing documents.

C.5 Trade credit

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.5.1	Supplier's credit	Import contract/invoice incorporating credit terms; transport/import evidence; maturity schedule; supplier declaration; customer request.	Trade-credit reporting particulars; tax documents; agreement if applicable; security documents.	Supplier is the overseas creditor; tenor and cost limits apply.
C.5.2	Buyer's credit	Funding offer from permitted overseas lender; customer acceptance; import invoice and transport/Bill of Entry evidence; trade-credit form; drawdown and maturity schedule.	SBLC/guarantee; NOC from import-handling AD bank; lender KYC; hedging and tax evidence.	Lender eligibility, cost, tenor and reporting apply.

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.5.3	SBLC issuance for buyer's credit	Customer request; accepted lender quote; trade-credit form; underlying import invoice and transport/Bill of Entry; NOC from other AD bank where applicable; counter indemnity and other documents required under the sanction order.	Application for SBLC.For the funds are to be transferred - Form A2 for interest/charges; sanctioned limit/margin; tax undertaking;	SBLC is issued only for an eligible trade-credit exposure.
C.5.4	Rollover / refinancing of trade credit	Customer request; existing facility details; new lender/renewal offer; revised pricing and maturity acceptance; outstanding reconciliation; trade-credit form.	Continued import eligibility; SBLC amendment; reporting; tax and hedging.	Aggregate tenor and all-in-cost remain within applicable limits.
C.5.5	Trade-credit repayment	Debit authority; lender demand/maturity advice; principal/interest/charges computation; import and drawdown evidence; reporting reference.	Form A2 and tax documents; SBLC release; NOC where another AD handled import.	Repayment must reconcile with outstanding reported liability.

C.6 Special import situations

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.6.1	Evidence in lieu of Bill of Entry for eligible importer	CEO or auditor certificate identifying imports and confirming eligibility; invoice/payment details; importer status and audited net-worth evidence where applicable.	CAG audit declaration for eligible autonomous body; regulatory approval.	Accepted only for eligible entities and within applicable threshold.
C.6.2	Merchanting Trade Transaction	Customer request; purchase and sale contracts; invoices; buyer/seller details; shipment and routing evidence; profit computation; payment/receipt schedule.	Third-party restriction confirmation; advance-payment guarantee; country/commodity due diligence; MTT reporting.	Both legs must satisfy prevailing MTT conditions.

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
C.6.3	Import/export set-off or netting	Customer request; import payable and export receivable invoices; one-to-one mapping; CA-certified netting statement; counterpart consent; Form A2 and tax documents on gross import-service payable.	Shipping Bill/Bill of Entry and EDPMS/IDPMS data; declarations on incentives and overdue status.	Only permitted set-off structures may be considered.
C.6.4	Third-party payment for import	Customer request; invoice/contract; tripartite agreement or supplier instruction; relationship and rationale; beneficiary KYC; import documents, Bill of entry in which third party details are duly declared/customer undertaking on declaring the same in cases of advance remittance along with invoice capturing relevant third party details.	Group/treasury arrangement; tax documents; approval where required.	Third-party beneficiary must be permissible and fully documented.
C.6.5	Import insurance claim settlement / short supply adjustment	Invoice and import documents; insurer claim settlement letter; quantity/shortage evidence; Bill of Entry.	Survey report; customs adjustment; refund/claim receipt evidence.	Payment adjustment follows final claim settlement.

ANNEXURE D

Comprehensive Documentary Requirements for Export Transactions

The applicable checklist depends on whether documents are presented under a documentary credit or collection, whether proceeds were received before or after shipment, and whether regularisation, write-off, refund, adjustment or finance is requested. All documents must be reconciled with EDPMS and the underlying export declaration.

Export baseline - Customer request/collection instruction; FEMA declaration; commercial invoice; Shipping Bill or SOFTEX details; transport documents; and any instrument-specific, regulatory or finance documents.

D.1 Export documentary credits

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
D.1.1	Advising export LC / amendment	Authenticated LC/amendment received through banking channel	Sanctions clarification.	Advising does not add confirmation unless separately approved.
D.1.2	Transfer of transferable export LC	Customer transfer request; original/authenticated LC; transferable clause; first and second beneficiary details; transfer amount and terms permitted for transfer,	Sanctions/KYC; substitution instructions; amendment acceptance; charges authority.	Transfer cannot exceed authority granted by the LC and compliance of UCPDC.
D.1.3	Cancellation of export LC	Customer/beneficiary request; original LC; issuing/confirming bank consent where applicable; utilisation statement.	Indemnity for lost original; release of finance/confirmation exposure.	Cancellation follows parties' consent under LC terms.
D.1.4	Presentation / negotiation of export bill under LC	Collection/negotiation request; invoice; bill of exchange where applicable; original transport documents; Shipping Bill/SOFTEX; packing list, insurance, origin and every document required by LC.	Discrepancy approval; sanctioned negotiation facility; reimbursement instructions; sanctions clarification.	Documents are examined against LC terms and applicable rules.

D.2 Export collections and receipt-based regularisation

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
D.2.1	Export bill under collection	Collection order; FEMA declaration; commercial invoice and packing list; original transport documents; Shipping Bill/SOFTEX/EDPMS details; Other documents like insurance, origin, quality etc if applicable.	Third-party declaration; buyer instructions; collection terms under URC where applicable.	Documents are dispatched under stated payment or acceptance terms.
D.2.2	Export shipped against advance payment received	Customer regularisation request; invoice and packing list; transport document; Shipping Bill/SOFTEX; IRM/e-FIRC details; mapping of advance to shipment.	Third-party receipt declaration; excess/short shipment explanation; refund documents for unutilised balance.	Advance receipt and shipment must be matched in EDPMS.
D.2.3	Export shipped and proceeds received directly after shipment	Customer request; invoice; transport document; Shipping Bill/SOFTEX; IRM/e-FIRC; buyer/payment details.	NOC where proceeds were received through another AD; third-party declaration; deduction/commission evidence.	Direct receipt is regularised against the relevant export declaration.
D.2.4	SOFTEX / software export realisation	SOFTEX/SOFTEX annexure; invoice; EDPMS details; IRM/e-FIRC; contract or service evidence.	Third-party receipt declaration; set-off/adjustment documents; STPI/SEZ evidence.	Software export documents and receipt must reconcile.
D.2.5	Third-party receipt of export proceeds	Firm irrevocable order; tripartite agreement or contractual evidence; banking-channel receipt; named third-party details; exporter declaration showing third party in export declaration.	Group relationship evidence; country/commodity review; buyer confirmation.	Exporter remains responsible for realisation and repatriation.
D.2.6	Export bill regularisation where documents were not routed through Bank	Customer request; invoice; transport document; Shipping Bill/SOFTEX; IRM/e-FIRC; evidence of dispatch and receipt.	NOC from another bank; direct-dispatch declaration; buyer confirmation.	Bank must be satisfied with the full audit trail before EDPMS closure.

D.3 Export value adjustments, write-off and set-off

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
D.3.1	Reduction in export invoice value within delegated percentage	Authorised request; reduction amount and reason; buyer/seller correspondence; revised invoice; declaration regarding floor price, caution listing and proportionate surrender of incentives.	Claim/survey report; inspection evidence; customs/DGFT confirmation.	Reduction must comply with applicable percentage and commodity conditions.
D.3.2	Reduction beyond delegated percentage	Documents in D.3.1; CA certificate; exporter track-record evidence, including export outstanding position; detailed commercial justification.	RBI approval where applicable; incentive surrender proof; legal settlement.	Enhanced eligibility and track-record conditions apply.
D.3.3	Write-off of unrealised export bill	Customer request with bill/shipping reference; CA certificate; follow-up and recovery evidence; prescribed declaration/undertaking; outstanding and incentive position.	ECGC/insurer claim; legal action evidence; overseas buyer insolvency/closure; approval where applicable.	Write-off route and percentage depend on exporter eligibility and circumstances.
D.3.4	Set-off of export receivable against import payable	Customer request; export and import invoices; Shipping Bill/Bill of Entry; counterpart consent; one-to-one mapping; CA-certified netting statement; FEMA undertaking.	Form A2 and tax documents on gross import-service component; EDPMS/IDPMS records; incentive declaration.	Only Regulatory permitted set-off arrangements may be regularised.
D.3.5	Export discount / rebate after shipment	Customer request; contract/discount terms; buyer communication; revised invoice; computation; realisation evidence.	CA certificate; incentive surrender; floor-price declaration.	Discount is assessed as a reduction in export value.
D.3.6	Transfer-pricing adjustment relating to exports	Customer request; credit; transfer-pricing agreement; Form 3CEB; benchmarking analysis; CA-certified computation; original export documents and receipts.	Customs/DGFT declarations; EDPMS adjustment details; tax opinion.	Adjustment must be independently justified and reported.

D.4 Export refunds, claims and commission

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
D.4.1	Refund of export advance where shipment is not made	Overseas party request; customer request/Form A2; FEMA undertaking; original IRM/FIRC; reason for inability to ship; declaration on EEFC balance and interest; unutilised amount computation.	Approval of delayed refund from the regulator as applicable; evidence of cancellation; tax documents; NOC from receiving bank.	Refund must be linked to original advance and prevailing timeline.
D.4.2	Refund after re-import due to poor quality / rejection	Buyer claim/invoice; customer request/Form A2; FEMA undertaking; original export and receipt references; re-import Bill of Entry/transport evidence; customs/DGFT certificate on incentives; refund computation.	Survey/quality report; settlement agreement; undertaking to re-import within applicable period. Approval from the regulator wherever applicable.	Refund is linked to re-import and surrender/adjustment of incentives.
D.4.3	Export claim payment to overseas buyer	Claim/invoice; customer request/Form A2; FEMA undertaking; export references; IRM/FIRC; evidence export proceeds were realised; settlement computation.	Buyer correspondence; survey/inspection report; evidence incentives surrendered; declaration exporter is not on caution list.	Claim must arise from the underlying export and be commercially substantiated.
D.4.4	Warranty claim / warranty service payment	Warranty clause/agreement; buyer claim; invoice; export references and receipt details; customer request/Form A2.	Technical report; replacement/re-import evidence; NOC/FIRC; tax documents.	Warranty obligation must be traceable to the original export.
D.4.5	Agency commission on exports	Customer request/Form A2; agency agreement or written commission terms; commission invoice; export invoices, Shipping Bills and realisation details; FEMA undertaking; tax documents; CA certificate.	NOC where export declaration handled by another bank; deduction-at-source evidence; buyer confirmation.	Commission must relate to completed exports and applicable ceilings/conditions.
D.4.6	Counter-claim adjustment against export proceeds	Customer request; buyer claim; settlement agreement; export invoice and receipt details; calculation of adjusted amount.	Survey/quality report; legal opinion; CA certificate; incentive surrender evidence.	Adjustment must not obscure unrealised export proceeds.

D.5 Export credit and finance

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
D.5.1	Packing credit / pre-shipment finance	Customer request; confirmed export order or LC; sanctioned facility; production/procurement requirement; drawing-power and margin details.	Stock statement; ECGC cover; disbursement schedule; waiver where order/LC lodgement is permitted.	Finance is for eligible pre-shipment working capital.
D.5.2	Export bill purchase / discounting under non-LC transaction	Customer request and FEMA declaration; commercial invoice; bill of exchange where applicable; Shipping Bill; transport and insurance documents; sanctioned facility.	Buyer credit report; recourse terms; ECGC cover as applicable; discrepancy/claim history.	Purchase/discounting is subject to credit approval and export-document eligibility.
D.5.3	Negotiation of export bill under LC	Customer request and FEMA declaration; original LC and amendments; invoice; bill of exchange; Shipping Bill; transport, insurance and all LC-required documents.	Discrepancy approval; confirmation/reimbursement details; sanctioned negotiation facility.	Compliant presentation and recourse terms determine negotiation.
D.5.4	Post-shipment finance against export receivable	Customer request; export invoice and shipping documents; Shipping Bill/EDPMS; buyer payment terms; sanctioned facility.	ECGC cover; buyer acceptance; overdue follow-up arrangement.	Finance tenor is linked to permitted export realisation period.
D.5.5	Liquidation / closure of export finance	Realisation/IRM evidence; bill and facility references; principal/interest computation; customer debit/credit authority; EDPMS status.	Write-off, claim, crystallisation or extension documents where proceeds are delayed.	Finance closure and export-bill closure must be reconciled.

D.6 Special export situations

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
D.6.1	Merchanting Trade export leg	Customer request; sale contract/invoice; purchase-leg documents; shipment evidence; receipt/payment chronology; profit computation.	Advance guarantee; third-party restriction confirmation; MTT reporting and country/commodity due diligence.	Both legs are examined as one MTT transaction.

Ref.	Transaction / situation	Standard documents	Additional / conditional documents	Regulatory and processing notes
D.6.2	Project export receipt / payment under PEM approval	Valid project-export approval; contract; invoice/milestone certificate; receipt details; approved cash-flow and permissible outflow evidence.	Extension/variation approval; performance guarantee; site certificate.	Transaction must remain within approved project-export terms.
D.6.3	Exports through e-commerce / payment aggregator	Transaction file with exporter, buyer, country, goods/services, invoice, Shipping Bill/SOFTEX and purpose details; aggregate settlement statement.	PA-CB agreement; KYC and transaction-level reconciliation; refund/chargeback details.	Individual transactions must be traceable and within applicable framework.
D.6.4	Export proceeds received through another bank	IRM/e-FIRC or bank confirmation; invoice; Shipping Bill/SOFTEX; customer request; NOC from receiving/handling bank as applicable.	Reason for alternate routing; third-party declaration.	EDPMS handling requires clear inter-bank evidence and no duplication.
D.6.5	Delayed export realisation / extension request	Customer request; outstanding statement; buyer correspondence and recovery follow-up; reason for delay; expected realisation date; export documents.	Legal/insurance action; RBI approval where applicable; CA certificate or track-record evidence.	Extension depends on exporter eligibility, transaction facts and prevailing rules.

Common documentary standards applicable to Annexures B, C and D

Standard	Requirement
Completeness	All documents must be legible, valid, dated, properly executed and sufficient to establish the complete transaction.
Reconciliation	Names, ownership, currency, amount, dates, consideration, invoice/contract reference and payment trail must reconcile.
Authority	Documents must be signed or certified by authorised persons. Board or shareholder approvals must correspond with constitutional and statutory requirements.
Independent evidence	Declarations do not replace third-party evidence where valuation, regulatory approval, customs evidence, tax certification or overseas-bank confirmation is required.
Additional evidence	Federal Bank may seek further information based on transaction value, structure, jurisdiction, parties, delay, risk indicators or incomplete audit trail.
Prevailing requirements	Applicable law, RBI/FEMA directions, approval conditions, tax requirements and the Bank’s prevailing forms take precedence over this documentary guide.