Import Transaction

S.No	Activity Under taken for Import Transaction	Process Flow	TAT	Charges	Required Documentation / Remarks
1	Imports Letter of Credit Issuance	1.Customer to submit relevent request along with relevant documents to Branch . 2.Branch forwards the request to the Centralized Processing Hub-Forex after basic scrutiny and confirms the availability of sanctioned credit limits and all other credit covenants. 3.CPH-Forex process the Import LC under the latest UCPDC and Bank/RBI/other regulatory guidelines then send draft LC to branch. 4.Branch post concurrence with customer , confirms the draft to CPH-FOREX. 5. CPH- FOREX issues and transmit the LC. 6. Acknowledged SWIFT copy along with debit advice are auto mailed to customer on registered mail id, post verification of transaction by CPH-FOREX.	Centralized Processing center cut-off time: 3.30 PM a) Before cut-off : T+0 b) After cutoff : T+1	Issuance: 0.125% per month (Min Rs. 1000/-) inclusive of Both Usance & Commitment Charges.	Documents including but not limited to: 1.Stamped Customer Request form. 2.Latest proforma invoice or sales 3. Insurence copy , if aplicable. 4. Specific license/ authorization letter, if any, required. Note:Credit report will be required and will be obtained on cost of applicant if the LC value exceeds USD 50,000.
2	Imports Letter of Credit Amendment	1. Customer to submit relevent request along with relevant documents to Branch . 2.Branch forwards the request to the Centralized Processing Hub-Forex after basic scrutiny and confirms the availability of sanctioned credit limits and all other credit covenants. 3.CPH-Forex process the Import LC amendment under the latest UCPDC and Bank/RBI/other regulatory guidelines then send draft LC to branch. 4.Branch post concurrence with customer , confirms the draft to CPH-FOREX. 5.CPH- FOREX issues and transmit the LC amendment. 6. Acknowledged SWIFT copy along with debit advice are auto mailed to customer on registered mail id, post verification of transaction by CPH-FOREX.	Centralized Processing center cut-off time: 3.30 PM a) Before cut-off : T+0 b) After cutoff : T+1	Rs. 1000/- per Amendment	Documents including but not limited to: 1.Stamped Customer request letter for the amendment, closure, or cancellation of the Import LC. 2.Stamped agreement for the LC amendment. 3.Revised Purchase Order or proforma invoice.
3	Import Bills Booking under Documentary Credit (LC), Collection & MTT	1.Customer to submit relevent request along with relevant documents to Branch . 2.Branch scrutinize the documents and forward the complete set of documents along with exporter's bank covering to Centralized Processing Hub- Forex (CPH-Forex). 3.CPH-Forex process the Import bill lodgement as per the tenor mentioned in LC in compliance with the latest UCPDC and Bank/RBI/other regulatory guidelines. 4.Branch will release the documents to the importer based on payment for sight documents or acceptance for usance documents. 5.Acknowledged SWIFT copy along with debit advice are auto mailed to customer on registered mail id, post verification of transaction by CPH-FOREX.	Centralized Processing center cut-off time: 3.30 PM a) Before cut-off : T+0 b) After cutoff : T+1	0.125% (Min Rs 500; Max Rs 25,000)	Documents including but not limited to: 1.Full set of documents including the commercial invoice, transport documents, packing list, bill of exchange, certificate of origin, and the overseas bank's covering schedule. 2.Customer instruction to release the documents , in case if its a a Merchanting Trade Transaction (MTT) then details of inward and outward remittances required. Note:If direct bills received from exporter up to the value under USD 300,000, exporter's covering required.

4	Import Usance bills acceptance	1.Customer to submit relevent request along with relevant documents to Branch . 2.Branch scrutinize the documents and forward the same to Centralized Processing Hub- Forex (CPH-Forex) along with branch covering , client rwequest letter and accepted bill of exchange. 3.CPH-Forex process the Usance bill in compliance with the latest UCPDC and Bank/RBI/other regulatory guidelines. 4.Branch will release the documents to the importer based on payment for sight documents or acceptance for usance documents. 5.Acknowledged SWIFT copy along with debit advice are auto mailed to customer on registered mail id, post verification of transaction by CPH-FOREX.	Centralized Processing center cut-off time: 3.30 PM a) Before cut-off : T+0 b) After cutoff : T+1	0.15% per month Minimum Rs. 500/- or part thereof.	Documents including but not limited to: 1.Customer-accepted Bill of Exchange, ensuring it is duly signed on the reverse side. 2.Import covering schedule signed by the customer along with the overseas covering schedule.
5	Buyers Credit / Trade Credit issuance (SBLC)	1.Customer to submit relevent request along with relevant documents to Branch. 2.Branch forwards the request to the Centralized Processing Hub-Forex after basic scrutiny and confirms the availability of sanctioned credit limits and all other credit covenants. 3. CPH-Forex process the SBLC issuance under the latest ISP98 , UCPDC and Bank/RBI/other regulatory guidelines then send draft LC to branch. 4.Branch post concurrence with customer , confirms the draft to CPH-FOREX. 5. CPH- FOREX issues and transmit the LC. 6. Acknowledged SWIFT copy along with debit advice are auto mailed to customer on registered mail id, post verification of transaction by CPH-FOREX.	Centralized Processing center cut-off time: 3.30 PM a) Before cut-off : T+0 b) After cutoff : T+1	1.50 % p.a., Minimum Charges: Rs. 2,000/- per application	Documents including but not limited to: 1.Request letter for issuance of Standby Letter of Credit (SBLC)/buyer's credit. 2. Underlying contract/invoice, transport documents,foreign bank covering, bill reference number, accepted overseas bank's quote, and the preferred SBLC format.
6	Payment of Import Bills under Collection/MTT denominated in foreign currency where banks earns exchange margin	1.Customer to submit relevent request along with relevant documents to Branch. 2.Branch forwards the request to the Centralized Processing Hub-Forex after basic scrutiny and confirms the availability of sanctioned credit limits and all other credit covenants. 3.CPH-Forex process the Import bill payment in compliance with the latest UCPDC and Bank/RBI/other regulatory guidelines. 4.Branch will release the documents to the importer based on payment for sight documents or acceptance for usance documents. 5.Acknowledged SWIFT copy along with debit advice are auto mailed to customer on registered mail id, post verification of transaction by CPH-FOREX.	Centralized Processing center cut-off time: 3.30 PM a) Before cut-off : T+0 b) After cutoff : T+1	0.125% (Min Rs 500; Max Rs 25,000)	Documents including but not limited to: 1.Customer Request letter 2. Foreign Bank covering 3. Invoice and Transport documents.

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7	Payment of Import Bills under Collection/MTT denominated in foreign currency on which no exchange is earned i.e. by debit to EEFC or buyer's credit received from other banks	1.Customer to submit relevent request along with relevant documents to Branch. 2.Branch forwards the request to the Centralized Processing Hub-Forex after basic scrutiny and confirms the availability of sanctioned credit limits and all other credit covenants. 3.CPH-Forex process the Import bill payment in compliance with the latest UCPDC and Bank/RBI/other regulatory guidelines. 4.Branch will release the documents to the importer based on payment for sight documents or acceptance for usance documents. 5.Acknowledged SWIFT copy along with debit advice are auto mailed to customer on registered mail id, post verification of transaction by CPH-FOREX.	Centralized Processing center cut-off time: 3.30 PM a) Before cut-off : T+0 b) After cutoff : T+1	0.125% (Min Rs 500; Max Rs 25,000)	Documents including but not limited to: 1.Customer Request letter 2. Foreign Bank covering 3. Invoice and Transport documents.
8	Payment of Import Bills under Documentary Credit (LC) & Buyers credit/SBLC denominated in foreign currency where banks earns exchange margin	1.Customer to submit relevant disposal instructions and documents to Branch ,based on Purpose of payments. 2.Branch scrutinize the documents and forward the same to Centralized Processing Hub- Forex (CPH-Forex). 3.CPH-Forex process the Import LC amendment and transmit it via SWIFT in compliance with the latest UCPDC and Bank/RBI/other regulatory guidelines. 4.Share an intimation if any received from the bank confirming whether the beneficiary's claim has been paid out or rejected due to discrepancies. 5.Release the sight tenor transport and commercial documents from the branch once full payment of the import bill is executed. 6.Transmit the message via authenticated SWIFT directly to the beneficiary's advising bank.	Centralized Processing center cut-off time: 3.30 PM a) Before cut-off : T+0 b) After cutoff : T+1	0.15% (Min Rs. 750; Max Rs 25,000)	Documents including but not limited to: 1.Customer Request letter, invocie and Transport documents. 2.Foreign Bank Covering (for LC payment), MT799 for SBLC payment claiming principal & interest amount. 3.If any, separate demand for payment required then authentic SWIFT msg is required from foreign bank with clear instruction.
9	Payment of Import Bills under Documentary Credit (LC) & Buyers credit/SBLC denominated in foreign currency on which no exchange is earned i.e. by debit to EEFC or buyer's credit received from other banks	1.Customer to submit relevant disposal instructions and documents to Branch ,based on Purpose of payments. 2.Branch scrutinize the documents and forward the same to Centralized Processing Hub- Forex (CPH-Forex). 3.CPH-Forex process the Import LC amendment and transmit it via SWIFT in compliance with the latest UCPDC and Bank/RBI/other regulatory guidelines. 4.Share an intimation if any received from the bank confirming whether the beneficiary's claim has been paid out or rejected due to discrepancies. 5.Release the sight tenor transport and commercial documents from the branch once full payment of the import bill is executed. 6.Transmit the message via authenticated SWIFT directly to the beneficiary's advising bank.	Centralized Processing center cut-off time: 3.30 PM a) Before cut-off : T+0 b) After cutoff : T+1	0.15% (Min Rs. 750; Max Rs 25,000)	Documents including but not limited to: 1.Customer Request letter, invocie and Transport documents. 2.Foreign Bank Covering (for LC payment), MT799 for SBLC payment claiming principal & interest amount. 3.If any, separate demand for payment required then authentic SWIFT msg is required from foreign bank with clear instruction.

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