Documentation on Outward Remittances, Inward Remittances, Capital a/cs & Trade

1. Objective

This document lays down the documentation for processing cross-border transactions undertaken by the Bank and ensures compliance with FEMA, RBI Regulations, AML/CFT requirements, sanctions regulations and internal risk management standards. It covers Retail & Institutional banking Inward, Outward remittances,

2. Scope

This document covers all major cross-border transaction types:

- Liberalized Remittance Scheme (LRS)
- NRO/NRE Remittances
- Current Account Transactions (Outward and Inward Remittances)
- Capital Account Transactions (Foreign Direct Investment, Overseas Direct Investment, External Commercial Borrowing)
- Import Payments- Advance & Direct Import Payment
- Merchanting Trade transactions
- Export Collection & Payments
- LC Issuance
- Bank Guarantee

3. Customer Request Channels

The Bank may accept requests through:

- Branch Network
- Internet Banking
- Mobile Banking
- IDEAL
- CTCP

4. Regulatory Framework

All cross-border transactions shall be processed in accordance with:

- Foreign Exchange Management Act (FEMA), 1999
- RBI Directions and Master Circulars
- Income Tax Regulations
- Liberalised Remittance Scheme (LRS)
- Anti-Money Laundering (AML) Guidelines
- Counter Terrorist Financing (CFT) Standards
- Economic Sanctions Requirements
- Internal Compliance and Risk Management Policies.
- Foreign Exchange Management (Export and Import of Goods and Services) (Amendment) Regulations, 2026

5. Documentation Requirements

A. Liberalised Remittance Scheme (LRS)- Outward Remittances

Sr No	Product	Minimum Document Required
1	Current Account Transactions (LRS)- Up to USD 250,000	For remittance request submitted at the DBS Bank branch • Outward Remittance Application • A2 cum LRS Declaration along with the specific documents' basis the source of funds & purpose of remittance needs to be submitted. • PAN mandatory For request initiated online through Mobile or Internet banking (upto USD 25000 or equivalent) • The details have to be filled online and the required documents if applicable have to be uploaded. • The details on the documentation basis the source of funds and purpose of remittance for customers segments are available in the FAQ section • Link is as follows: https://www.dbs.bank.in/in/treasures/deposits/pay-with-ease/remittance-services?pid=in-tre-homepage-utilitybar-remittance-services • PAN mandatory
2	Capital Account Transactions involving LRS Remittance -Up to USD 250,000	For remittance request submitted at the DBS Bank branch • Outward Remittance Application • A2 cum LRS Declaration along with the specific documents basis the source of funds & purpose of remittance needs to be submitted. • PAN mandatory • Investment-related proof for identifying the source of funds. • If relationship with the bank is less than one year: Source of Funds Proof (Remitter's own funds) such as: One-year bank statement from another bank, or Latest Income Tax Assessment Order, or Income Tax Return filed by the applicant For request initiated online (upto USD 25000 or equivalent)

		• The details have to be filled online and the required documents if applicable have to be uploaded. • The details on the documentation basis the source of funds and purpose of remittance for customers segments are available in the FAQ section Link is as follows: https://www.dbs.bank.in/in/treasures/deposits/pay-with-ease/remittance-services?pid=in-tre-homepage-utilitybar-remittance-services • PAN mandatory • Investment-related proof for identifying the source of funds If relationship with the bank is less than one year: Source of Funds Proof (Remitter's own funds) such as One-year bank statement from another bank or Latest Income Tax Assessment Order, or Income Tax Return filed by the applicant

B.NRO/NRE Remittances

Sr No	Product	Minimum Document Required
1	Outward Remittances (NRO /NRE remittance)- whether offline or online or both	• Request letter • Form A2 & FEMA declaration • NRO declaration (as applicable) • Form 15CA/15CB or Certificate under Sections 146/147, as applicable • Supporting documents for source of funds & CA certificate

C. Current Account Transactions

The Bank shall obtain and verify documents appropriate to the purpose of remittance before processing any cross-border transaction.

Outward & Inward Remittances - Mandatory and Purpose Code-wise Additional Documents

Mandatory Documents for Outward Remittances

Sr No	Outward Remittances	Inward Remittances
1	Customer Request Letter	Disposal Instruction
2	FEMA Declaration	FEMA Declaration

3	Form A2	Proforma Invoice / Purchase Order / Contract
4	Invoice / Order / Contract	Purpose-specific supporting documents as given in the table below
5	Form 146/147 digitally signed with UDIN number as per the applicable Income tax provision	Any additional documents based on nature of transaction
6	Purpose-specific supporting documents as given in the table below	Form EDF
7	Any additional documents based on nature of transaction	
8	Proof of delivery of service	

Purpose Code-wise Additional Documentation

Note: Additional documents may be sought by the Bank based on the nature, complexity, value, risk profile, and regulatory requirements of the transaction as part of customer due diligence and compliance review.

Sl. No.	Purpose Code Group	Outward Remittance - Additional Documents	Inward Remittance - Additional Documents
1	Capital Account (Purchase of intangible assets, guarantee payment and other capital transactions)	Agreement, Valuation Report, and other supporting documents as applicable	Agreement, Valuation Report, and other supporting documents as applicable
2	Foreign Portfolio Investment	Documentary evidence confirming FPI; Agreement. Declarations as per bank format	Documentary evidence confirming FPI.
3	Financial Derivatives and Others (Derivatives, ESOPs, ADRs, GDRs)	Documents supporting underlying transaction	Documents supporting underlying transaction
4	Transport Services	Invoice, Agreement, Transport Documents	Invoice, Agreement, Transport Documents.
5	Travel (Business, Education, Medical, Personal)	Invoice, Agreement, Passport & Visa, Traveller List, PAN (LRS), Supporting Evidence	Invoice, Passport, Agreement, Supporting Documents
6	Construction Services	Invoice, Agreement, Project Export Approval (where applicable), Transport Document	Contract Copy, Project Export Approval (where applicable), Invoice, agreement
7	Insurance and Pension Services	Demand Note/Invoice, Other documents and certification as mentioned in the Master Direction on Insurance.	Claim Letter, Agreement
8	Financial Services	Invoice, Documents supporting transaction	Invoice, Agreement, Documents supporting transaction
9	Telecommunication, Computer & Information Services	Invoice, Agreement,	Invoice, Softex/EDF Form (for software exports) as applicable

10	Charges for Use of Intellectual Property	Invoice, Agreement, Valuation Documents, CA certificate if applicable	Invoice, Agreement, Valuation Certificate
11	Other Business Services (Consultancy, Legal, Engineering, Technical, Accounting, etc.)	Invoice, Agreement,	Invoice, Agreement, Supporting Documents
12	Personal, Cultural & Recreational Services	Invoice, Agreement	Invoice, Agreement
13	Government Services n.i.e.	Applicable for Indian/Foreign Embassies, Consulates and Diplomatic Missions	Applicable for Indian/Foreign Embassies, Consulates and Diplomatic Missions
14	Secondary Income (Gifts, Donations, Family Maintenance)	Documentary evidence supporting purpose of remittance	Documentary evidence supporting purpose of receipt. Also refer FCRA guidelines for permissibility of donations.
15	Primary Income (Salary, Dividend, Interest, Profit Repatriation)	Supporting Documents RBI Approval (if applicable),	Supporting Documents RBI Approval (if applicable),
16	Others (Reversals, Refunds, Deemed Imports/Exports)	Documents establishing reason for remittance	Documents establishing reason for receipt
17	Maintenance & Repair Services	Invoice, Agreement, Proof of Indian ownership of ship/vessel/asset/self-propelled vehicle	Invoice, Agreement, Supporting Documents
18	Manufacturing Services (Goods for Processing)	Agreement/Contract, /Commercial Invoice	Invoice, Agreement, Supporting Documents

Note: The above matrix represents the minimum documentation requirements. The Bank may call for additional documents based on the purpose code, transaction value, customer risk profile, regulatory requirements and internal compliance guidelines.

D. Capital Account transaction:

Documentation requirement for each of these products are as under-

I. Foreign Direct Investment (FDI)

Settlement of FDI (Inward Remittance under Purpose Code P0006/P0007/P0008)

Sl. No.	Mandatory Documents
1	Disposal Instruction
2	FEMA Declaration
3	KYC of Investor/Remitter obtained from overseas bank through SWIFT
4	Government Approval (wherever applicable)

Regulatory Reporting – FDI

For regulatory reporting pls refer the documentation as prescribed by RBI under FIRMS User manual

Disinvestment of FDI (Outward Remittance)

Sl. No.	Documents Required
1	Customer Request Letter
2	FEMA Declaration
3	Form A2 duly filled with purpose of remittance
4	Regulatory approval copies of FCGPR/FCTRS evidencing the total shares held by the Non-Resident Seller. Kindly note, that the evidence should match with the no of shares being sold
5	Valuation Certificate
6	RBI Approval, where original investment was under approval route
7	Share Purchase Agreement (SPA)
8	Buyer and Seller Consent Letter
9	Form 145/146 digitally signed with the UDIN number(where applicable)
10	Any other documents as may be required by the Regulatory Authorities/ Bank from time to time

II. Overseas Investment (OI)

Documentation required for remittance towards Overseas Investment

Sl. No.	Documents Required
1	Investment should be done after obtaining of UIN from RBI
2	Customer Request Letter with Debit Authority for Charges
3	Form FC (Sections A-D) duly signed and sealed
4	Statutory Auditor Certificate (Section E)
5	Board Resolution mentioning related parties, purpose, amount and authorized signatories
6	Form A2
7	Any other document as may be required by the bank from time to time

Disinvestment by Indian Entity

Sl. No.	Documents Required
1	Customer Request Letter
2	Certified True Copy of Board Resolution approving disinvestment/liquidation
3	Letter of Offer from Purchaser / Share Purchase Agreement
4	Share Valuation Certificate complying with ODI Pricing Guidelines
5	RBI/Central Government Approval (if original investment was under approval route)
6	Certificate evidencing closure/cancellation by overseas regulator (in case of foreign entity closure)
7	Additional documents as may be required for write-off, liquidation, merger, buy-back, amalgamation, etc.

III. ECB

Availing LRN (Loan Registration Number)

Sl. No.	Documents Required
1	Customer Request Letter with Debit Authority for Charges
2	Form ECB (Sections A-D) duly signed and sealed in duplicate
3	Statutory Auditor Certificate
4	Board Resolution for availing ECB
5	Loan Agreement
6	Memorandum & Articles of Association (MOA/AOA)
7	Average Maturity Verification (AVM) calculation sheet
8	Any other document as may be required by the bank from time to time

At the time of drawdown

Sl. No.	Documents Required
1	Disposal letter
2	LRN Details

Repayment of Interest /Principal Amount

Sl. No.	Documents Required
1	Customer Request Letter with Debit Authority for Charges
2	Form A2
3	LRN details
4	Interest Demand Notice / Lender Advice (for interest remittance)
5	Form 145/146
6	Any other document as may be required by bank from time to time

IV. **Documents Required for Opening a Liaison Office (LO), Branch Office (BO) or Project Office (PO)**

Sl. No.	Documents Required
1	Form FNC (3 copies)
2	RBI application letter from the parent company
3	Power of Attorney (if Form FNC is signed by an authorized representative)
4	Board Resolution/Authority Letter for setting up LO/BO/PO in India
5	Parent company comfort letter supporting Indian operations
6	Certificate of Incorporation and Charter Documents (MOA/AOA), notarized and attested by the Indian Embassy/Consulate. Non-English documents must be translated and notarized

7	Audited financial statements: 1. Last 3 years for Liaison office 2. Last 5 years for Branch office (Or CPA-certified net worth statement where audit is not mandatory)
8	CPA/CA certificate confirming: 1. Liaison office: Profit track record for preceding 3 years and net worth ≥ USD 50,000 2. Branch office: Profit track record for preceding 5 years and net worth ≥ USD 100,000
9	Banker's report/KYC confirmation from the parent company's bank
10	D&B report or equivalent background/credit report
11	PAN and ROC registration certificate (post-incorporation, wherever applicable)
12	Police registration requirement for entities from Bangladesh, Sri Lanka, Afghanistan, Iran, China, Hong Kong, Macau, and Pakistan
13	Any other document as may be required by bank from time to time

E. List of Documents required for Trade Transactions

Sr No	Product	Minimum Document Required
1	Export Bill for Collection Lodgement	M Bill /No Dispatch • Request letter with FEMA Declaration as per standard format along with IRM and IRM utilization details • Commercial Invoice • Transport documents • Shipping bill details Dispatch • Request letter with FEMA Declaration as per standard format • Bill of Exchange as applicable • Transactional documents including transport documents and any other documents as per agreement/contract • Shipping bill details
2	Export Bill under LC	• Request letter with FEMA Declaration as per standard format (with instructions for scrutiny/under approval)) • Original LC and Amendment as applicable, • Bill of exchange as applicable. • Commercial Invoice • Transport documents • Additional documents if any as per LC terms and conditions • Shipping bill details

3	Export Advance Receipt	Goods / Service (including software) - • Disposal Instructions • FEMA Declaration (can be part of Disposalinstructions) Note: Mail communication / intimation letter / e-FIRC copy in case part advance was routed through another AD Bank
4	Export Inward Payment	• Disposal instruction letter along with bill reference number/Discounted bill reference/Packing credit reference number for liquidation • Inward swift reference number/details
5	Export to Warehouse	Additional requirement over and above export advance / export realisation covered above (i) At lodgement stage: Confirmation from customer that this is an export to warehouse. Customer to provide date of sale once the goods are sold from warehouse. (ii) At realization stage: Final invoice/sale receipt/ confirmation from customer for the sale.
6	Export of Services	• Request letter with FEMA Declaration as per standard format. • Invoice along with SAC code mentioned on it. • Underlying agreement / contract (where applicable) • Service completion evidence (where applicable) • Export Declaration form (EDF) (EDF to be provided as per timelines / extended period and in the manner as permitted under Regulation 3 of FEMA 23 R)
7	Export on Lease/Hire Basis	Additional requirement over and above export advance / export bill under collection covered above • Document confirming lease arrangement
8	Export Write-off/Reduction	Shipping bill Up to INR 10 lakh or FCY equivalent - • Customer request letter in standard format incorporating declaration for receipt of proceeds with details of IRM along with reduction/ write off involved and SB to be closed. Shipping bill Beyond INR 10 lakh or FCY equivalent - • Customer request letter with rationale for write-off, such as- i. quality or quantity issue ii. commercial disputes iii. contract cancellation iv. goods lost in transit v. destruction of goods vi. volume or cost discount vii. credit note provided to buyer viii. any other reasons as applicable. IRM cancellation • Only applicable for export advances (P0103)

		• Customer request letter with rationale for non-refund of advance and no shipment
9	Extension of Shipping Bill/EDF	Customer Request letter with Extension reason and applicable documentary evidence
10	Export Commission Payment	• Request letter with payment instructions and FEMA declaration • Form A2 • Form 145/146 (15CA/CB), • Relevant documents / Agreement copy along with export reference number
11	Export-Import Set-off	• Import and export documents routed through same bank • Customer request letter • A communication / any other document between the overseas buyer and supplier agreeing to set-off • Documents as required for export/import to be taken
12	Refund of Export Advance	• Customer request letter (with FEMA declarations) with suitable reason for refund • Form A2
13	Third Party Receipt (Export)	• Shipping Bill/EDF/Invoice mentioning details of 3rd party OR • Tri-partite agreement OR • A justification from customer confirming third party involvement
14	GR/EDF Waiver	In such cases, exporter need to ensure- • EDF form mentioning NIL for export value is submitted to Specified Authority • In case of re-imports, Bill of Entry to be submitted GR waiver / approval from Bank shall not be required
15	Project Export	As per Point no 32 on Project export.
16	Advance Import Payment	Documents for Advance import payment: • Customer request letter (with relevant FEMA declarations) • Purchase Order / copy of agreement / proforma invoice • Expected date of shipments(Can be part of request letter) • Any additional document depending on the underlying - e.g. in-principal approval from Ministry of Civil Aviation / Director General of Civil Aviation / other such agency for import of aircraft. • Expected date of Import • Form 145-146 (for services) Additional document for import of rough diamonds – • The overseas mining company should have the recommendation of GJEPC. • Copy of Kimberley Process Certificate for the diamonds intended to be imported.
17	Third Party Payment (Import)	• Customer Request Letter • Invoice / Purchase Order / Bill of entry mentioning

		details of 3rd party OR • Tri-partite agreement OR • A justification from customer confirming third party involvement
18	Direct Import Payment	Documents to be submitted once import materialized: • Proof of import viz. • Goods - Bill of entry details • Services-Invoice Other case specific documents: • For any repatriation of advance remittance (return of funds from overseas seller to the importer), reason for repatriation to be obtained from customer Import of goods: • Customer Request Letter including FEMA declaration. • Commercial Invoice • Transport Document (Bill of Lading/Air Waybill/Rail Receipt etc.) • Bill of Entry details Import of Services- • Customer request letter including FEMA declaration • Invoice • Agreement / contract (where applicable) • Purpose code declaration • Form A2 / equivalent declaration as applicable • Form 145/146 • Any regulatory approval if required Under LC / collection • Customer request Letter in the Bank standard format. • Bill of Entry details • Documents as per terms and conditions of LC / collection Note: Applicability of FEMA 23R: FEMA 23R shall apply to all "import" defined as per FTP. For sale from SEZ to DTA, existing treatment under IDPMS may continue
19	Import on Lease Basis	Document confirming lease agreement to be obtained additionally to the documents required for import of goods.
20	Extension of Time (Import)	Extension of time are allowed for: • Extending import due date in IDPMS for advance / import payment made OR • Extending payment date in IDPMS if import already materialized. Document required for extension:

		• Customer request letter / declaration seeking extension of time
21	Delayed Import Payment	Customer request letter with rationale for the delay.
22	Import Write-off/Reduction	For BOE closure Up to INR 10 lakh or FCY equivalent - • Customer declaration in standard format with details of ORM to be taken for reconciliation and closure in IDPMS. For BOE closure beyond INR 10 lakh or FCY equivalent - • Customer request letter with rationale for write-off, such as- i. quality or quantity issue ii. commercial disputes iii. contract cancellation iv. goods lost in transit v. destruction of goods vi. volume or cost discount vii. credit note provided to buyer viii. any other reasons as applicable For Imports on free of cost basis, Closure of Bill of Entry can be done basis evidence of same on invoice or bill of entry or pre-agreed contract evidencing a pre-existing arrangement that this is free of cost or CA certificate confirming that these are not outstanding as payable in their last audited balance sheet.
23	Delivery Order Issuance	• Customer request letter with debit authority and pre-acceptance. • Invoice and AWB • AWB Should be consigned to DBS • Cargo arrival notice Pre acceptance • LC Number should be mentioned RL, Invoice and AWB
24	High Sea Sales	• Invoice - Commercial and High Sea sale (as applicable) • Transport documents • Bill of entry details in the name of HSS buyer • High Sea sale agreement
25	Bank Guarantee	• Request Letter as per standard format • Vetted Guarantee text • Acceptance on the vetted text with seal and sign • Stamp Paper • FEMA declaration for FCY BG • Underline PO/Contract for FCY BG
26	Letter of Credit	• LC Request letter • OGL and FEMA Declaration (FCY LC) • Underlying documents (PO / PI / Contract) • Insurance Policy as per Incoterms
27	MTT Advance Import Payment (Export Advance Received First)	• Request Letter • Export confirmed purchase order/proforma invoice/Sales contract • Import Purchase order/proforma invoice/sales

		contract. • MTT declaration •One to One matching Sheet
28	MTT Advance Import Payment (Import Advance Initiated First)	• Request Letter • Justification for advance payment • Export confirmed purchase order/proforma invoice/Sales contract • Import Purchase order/proforma invoice/sales contract. • MTT declaration • One to One matching Sheet
29	MTT Post Shipment Import Payment / Export Lodgement	• Request Letter • Export invoice • Import invoice • Transport document • MTT declaration • Any other Document as per the contract agreed terms. • One to One matching Sheet
30	MTT Delayed Receipt/Payment	•Customer request explaining reasons for delay • Supporting correspondence with overseas buyer/supplier • Revised shipment/payment schedule
31	MTT Write-off / Short Realization	•Client request letter with reason for write off • Documentary evidence supporting such short realization/write off justifying the same • CA certificate duly justifying the short realisation/write-off caused due to genuine commercial trade constraint /by any other global market conditions. • Revised contracts/invoices/ Debit Note/Credit Note.
32	MTT Cancellation	• Client request letter with reason for cancellation • Confirmation that neither party has any outstanding claim. • SWIFT confirmation of refund/ Proof of refund/remittance reversal (wherever applicable). • Cancellation of both purchase and sales contracts (If applicable)
33	MTT Third Party / Change in Buyer-Supplier	• Customer request letter • Tri-partite agreement/Documentary evidence for the same/ any similar agreement. • Modification of earlier purchase/sales contracts (if applicable) • Correspondence with overseas parties, Proof of refund/remittance reversal (if applicable)
34	MTT Amendment in Contract Value	• Customer request letter with justification • Amended contracts. • Correspondence with overseas parties, Proof of refund/remittance reversal (if applicable)
35	MTT Extension of Time	• Customer request letter stating the delay • Correspondence with the buyer/supplier on terms of extension or acceptance by both buyer/supplier of the revised extended terms.

		• Copy of revised purchase order/sales contract and delivery/payment schedule (if applicable)
36	MTT Agency Commission	• Customer request letter with our Import and export reference number • Commission Invoice. • Form 145/146 • Agency Agreement/Details of overseas agent
37	MTT Loss	• Customer request letter explaining the loss • CA certificate duly justifying the loss caused due to genuine commercial loss and supported by market conditions