

**THE KALUPUR COMMERCIAL CO OP BANK LIMITED
FOREX DEPARTMENT**

Framework for Cross-Border Transactions

Inward Remittance:

Sr	Type	List of Documents required	Process Flow	Timeline	Charges
1	Advance received against Export	<ol style="list-style-type: none"> 1. Performa Invoice (PI) or Export Sales contract issued by foreign buyer with payment terms as an advance payment 2. Purchase order sent by overseas buyer with payment terms as an advance payment 3. Declaration-cum undertaking under Sec10(5), chapter III of FEMA, 1999 4. Declaration in case of remittance is received from third party 5. Any other document deemed fit for regulatory compliance 	Operation Staff (maker checker)	<p>If all required documents are submitted:</p> <p>(1) Before 3 PM, it will be processed on same day, (2) after 3 PM, next business day.</p>	As per Annexure - 2
2	Export Bill Realization	<ol style="list-style-type: none"> 1. Commercial Invoice 2. Packing List, 3. Shipping bill, 4. Bill of Lading or Airway Bill 5. Softex form in case of software & IT service realization / EDF in case of physical goods. 6. Any other document deemed fit for regulatory compliance 	Operation Staff (maker checker)	<p>If all required documents are submitted:</p> <p>(1) Before 3 PM, it will be processed on same day, (2) after 3 PM, next business day.</p>	As per Annexure - 2
3	Inward remittance other than export	<ol style="list-style-type: none"> 1. Declaration-cum undertaking under Sec10(5), chapter III of FEMA, 1999 2. Invoice to be obtained with declaration in case of commission/legal service/consultancy. 3. Invoice in case of Service of software 4. Declaration in case of gift/family maintenance 5. Invoice/debit note in case accounting and book keeping services. 6. College/institution letter in case of Education fee received where foreign student studies in India 7. Any other document deemed fit for regulatory compliance 	Operation Staff (maker checker)	<p>If all required documents are submitted:</p> <p>(1) Before 3 PM, it will be processed on same day, (2) after 3 PM, next business day.</p>	As per Annexure - 2

Outward Remittances:-

Sr	Type	List of Documents	Process Flow	Timeline	Charges
1	Advance Import Payment (Goods/Services)	<ol style="list-style-type: none"> 1. Customer request letter 2. Supporting Documents (E.g. Performa Invoice / Sales contract with exporter with payment terms as an advance payment) 3. Credit Report of supplier from reputed agencies for total advance payment above USD 200,000/- and its charges to be borne by customer. 3. Any other document deemed fit for regulatory compliance 	As per Annexure - 1	As per Annexure - 1	As per Annexure - 2
2	Import Payment (Goods/Service)	<ol style="list-style-type: none"> 1. Customer request letter 2. Supporting Documents (E.g. Commercial Invoice, Transport Documents, Bill of Entry) 3. Other documents on the basis of transaction if required. 4. Any other document deemed fit for regulatory compliance 	Operation Staff (maker checker)	<p>If all required documents are submitted:</p> <ol style="list-style-type: none"> (1) Before 3 PM, it will be processed on same day, (2) after 3 PM, next business day. 	As per Annexure - 2
3	Other than Import	<ol style="list-style-type: none"> 1. Customer request letter 2. Supporting Documents on the basis of transactions. 3. Form 145/146 (if applicable) 4. Form A2 5. Any other document deemed fit for regulatory compliance 	Operation Staff (maker checker)	<p>If all required documents are submitted:</p> <ol style="list-style-type: none"> (1) Before 3 PM, it will be processed on same day, (2) after 3 PM, next business day. 	As per Annexure - 2
4	LRS				
a.	Education Fees	<ol style="list-style-type: none"> 1. LRS Form (Application form & A2 Form) 2. PANCard of Remitter (Remitter's Bank account should be with us) 3. Passport & VISA copy of Student 4. Offer letter of University & fees structure along with Bank details of college/university/fly wire/GIC 5. Branch education loan letter including all loan details and payment details (if payment is to be made from education loan account) 6. Any other document deemed fit for regulatory compliance 	Operation Staff (maker checker)	<p>If all required documents are submitted:</p> <ol style="list-style-type: none"> (1) Before 3 PM, it will be processed on same day, (2) after 3 PM, next business day. 	As per Annexure - 2
b.	Family Maintenance & Gift	<ol style="list-style-type: none"> 1. LRS Form (Application form and A2 Form) 2. PANCard of Remitter (Remitter's Bank Account should be with us) 3. Passport & VISA copy of receiver (Beneficiary) 4. Bank details of beneficiary (Including beneficiary name, address, Bank Name , Account number & SWIFT code) 5. Form 145 / 146 (if applicable) 6. Declaration from Remitter Declaration should be 	Operation Staff (maker checker)	<p>If all required documents are submitted:</p> <ol style="list-style-type: none"> (1) Before 3 PM, it will be processed on same day, (2) after 3 PM, next business day. 	As per Annexure - 2

	including source of Funds, Purpose of Remittance, relation between remitter and beneficiary, amount of remittance (Required only when Gift payment of High Value Transactions) 7. Any other document deemed fit for regulatory compliance
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Annexure -1

Approving Authority for Advance Import Payment (Goods and Services) and expected timeline

Sr	Approving Authority	Total Amount (Amt in USD or its equivalent)	Timeline
1	Operation Staff (maker checker)	Up to \$ 2,00,000/-	If all required documents are submitted: (1) Before 3 PM, it will be processed on same day, (2) after 3 PM, next business day.
2	Jointly with Head of IBD and AGM (SME/Credit)	Above \$ 2,00,000/- to \$4,00,000/-	After submission of all required documents, it will be processed within -7- working days
3	CEO	Above \$ 4,00,000/- to \$ 5,00,000/-	
4	GOE	Above \$ 5,00,000/-	

Annexure -2**(Forex Charges)**

THE KALUPUR COMMERCIAL CO-OPERATIVE BANK LIMITED		
(SCHEDULED BANK)		
INTERNATIONAL BANKING DIVISION		
CHARGES DETAILS OF FOREIGN EXCHANGE SERVICES		
Sr No	Type of Charges	Charges
1	<u>Export Bills Discounted/Purchased/for Collection related charges</u>	
a)	Commission	0.05% (Min Rs.200 and Max Rs. 1500) * If submission of the Export Bills is more than -50- in the previous FY or such commitment for current FY is given, Maximum charges : Rs.1000
b)	If the funds are directly credited to CC/CA in INR through RTGS (in lieu of exchange) in case SB is filed in FCY and payment is received in INR	0.10% of amount credited (Min.1000 & Maximum-3000) over and above other related charges
	Courier Charges	Actual
c)	Crystallisation of Export Bill purchased-charges	0.05% (Minimum- Rs.1000 and Maximum Rs.5000)
d)	Extention of time for bills per instance (Where extention required in EDPMS for payment received above 9 months/as per RBI guidelines)	Rs. 500
e)	Export bill return unpaid	NIL
f)	Certificate charges for consignment exports	NIL
g)	Certificate charges for GR waiver/approval	Rs.500
h)	Write off of Export Bill	
	Export Bill up to USD 50000/-	Rs.1500
	Export Bill above USD 50000/-	Rs.2000
i)	Late bill submission/overdue Export Bills charges	
	If Export Bill is up to USD 50000/-	Rs.750
	If Export Bill is more than USD 50000/-	Rs.1250
j)	AD transfer by our bank from other bank	Rs.500

2	<u>EEFC/DDA Account</u>	
	Credit in EEFC/DDA	NIL
	Debit from EEFC/DDA	Rs.500
	Advising of foreign export LC/amendment	Rs.500
3	<u>IMPORT LETTER OF CREDIT</u>	
a)	LC opening charges	Sight LC commission- 0.25% per quarter on LC amount (if the period of LC is part thereof then charges for full quarter should be recovered- minimum-Rs.2000)
		Usance LC - (opened by KCCB)- 1.50% p.a. of LC amount (opened by other bank)-1.75% p.a on LC amount-Min.- Rs.2000
		LC against 110% cash margin:50% Concession in applicable charges
	SWIFT Charges	Rs.1000
b)	<u>Amendment Charges</u>	
	Commission	Rs.500
	SWIFT Charges	Rs.500
	Amendment in terms of extention of validity/tenure	As per commission as mentioned in LC issuance charges (Sight/Usance as applicable)
c)	lodgement/Realization of Import Documents under LC	
	Commission	Nil
	SWIFT Charges	Nil
	Discrepancy charges	USD 75 / Euro 75 / GBP 75 / JPY 10000
4	<u>IMPORT DOCUMENT (OTHER THAN LC) – FIBCS / FIBCU / FIDBP</u>	
	Commission	0.075% (Mini.Rs.500 Max- 2500)- *If Import Bills are more than -25- in the Previous FY Max.-Rs. 1500 *If Import Bills are more than -50- in the Previous FY Max.-Rs. 1000

	Document handling charges	Nil
	SWIFT	Rs.750
	In case if the payment is done in INR through RTGS and BOE is generated either in INR/FCY, documents to be lodged in finacle (manual ORM to be generated)	As per commission charges mentioned in point 4 above
5	Forward Contract Charges	
	Booking/Cancellation charge	Rs. 750 for booking and Rs.750.00 for cancellation.
6	Foreign Inward remittance for other than export	
	Commission	0.075% (Min. Rs. 300-Max: Rs. 2000)
*	<u>Advance Foreign Inward remittance for Export</u>	
	Commission	Rs.300
	E-FIRC	Rs.200
7	Foreign outward remittance (Wire Transfer)	
	Commission	Rs.500
	SWIFT Charges	Rs.500
8	Any certificate issue charge	Rs.100
9	Foreign Bank Guarantee	2.00% p.a *BG against 110% cash margin -1.00% p.a. Minimum charges- Rs.3000+Rs.500 SWIFT
10	Buyer's Credit	SOFR+200 BPS (Inclusive of Foreign Bank Interest)+Foreign bank charges *Swift Charges- Rs.1000
	*Additional charges of Rs.5000 as SWIFT charges in case where arrangement fees are less than Rs.10000	
11	Other Miscellenous Expenses	
a)	Merchant Trade Transaction	*Rs.10,000 to be recovered at the time of first leg execution (Import/ Export) over and above other related charges

b)	Investigation charges post processing of transaction related to refund with correspondent Bank	*Rs.2500+ other charges as demanded by foreign bank
c)	Courier charges (domestic)	Rs.100 per document in case when set of documents sent directly to the customer by domestic courier agency
d)	Commission charges in case TT payment is done from other banks	Rs.1000 (in lieu of exchange margin and SWIFT charges)+ actual charges taken by other banks
e)	Foreign cheque collection charges	Rs.1000
f)	Any transaction under which RBI approval required for regularisation of transaction	Rs.2000 per transaction
g)	Charges to be borne by customer in case if the customer chooses to bare charges as 'OURS'	USD- Rs.2500, GBP-2500, Euro-2500, CAD-2000, JPY-2000
	** Turnover Tax and GST as applicable is collected on actual basis separately.	