Policy on Cross-Border Transactions

This document outlines the products covered along with the applicable documentation requirements, process flows, customer submission channels, cut-off timelines, transaction turnaround times (TATs) and grievance redressal mechanism governing cross border transactions.

1. Cross-Border Remittances

1.1 Outward Remittances

Outward Remittance refers to a cross-border transfer of funds from India to an overseas beneficiary for a bona fide purpose permitted under the Foreign Exchange Management Act (FEMA) and other applicable RBI regulations.

Documentation requirements

- Customer request and debit authority
- LRS application form and related documentation where applicable.
- Form A2, FEMA declarations and applicable purpose codes.
- Underlying invoices, purchase orders, agreements, contracts or other evidence of the underlying transaction.
- Certificates or forms, including Forms 145/146
- For Purpose -specific documents (refer Annexure 1)

Process flow

- Customer initiates request through approved channel prescribed by the Bank
- Bank verifies authorization matrix, purpose, documents, funds, and compliance.
- Applicable forex rate is agreed/booked.
- Payment messages are transmitted and remittance advice is issued.

1.2 Inward Remittances

Inward Remittance refers to the receipt of funds from abroad in India through permitted banking channels in foreign currency or Indian Rupees, as applicable, for a bona fide purpose permitted under FEMA.

Documentation requirements

- Disposal instruction
- FEMA declaration/purpose confirmation
- Copy of Underlying Invoice, contract or underlying evidence where applicable
- For purpose code details (refer Annexure 1)

Process flow

- Funds are sighted in AU Bank’s Nostro/account.
- Purpose and beneficiary details are verified.
- Required export bill or regulatory linkage is completed where applicable.
- Customer account is credited and advice is generated.

2. Import Trade Transactions

2.1 Import Letter of Credit - Issuance

Import LC is an irrevocable undertaking issued by the Bank on behalf of an importer in favour of an overseas supplier, under which payment is made against presentation of compliant documents in accordance with the terms of the Letter of Credit.

Documentation requirements

- LC application and debit authority
- Purchase order/proforma invoice/contract.
- FEMA/NNL declaration and IEC
- Insurance cover where applicable
- Import license or transaction-specific declaration where applicable.

Process flow

- Request is submitted through approved channel.
- Limit, margin, documents and LC terms are verified.
- Compliance and sanctions screening is completed.
- LC is issued through SWIFT and copy/advice is shared.

2.2 Import LC - Amendment/Cancellation

Amendment changes the terms of an issued LC. Cancellation requires agreement of relevant parties in accordance with applicable LC rules.

Documentation requirements

- Amendment/cancellation request
- Revised underlying document and enhanced insurance, where applicable
- Beneficiary/confirming bank consent for cancellation.

Process flow

- Request and impact on exposure/margin are verified.
- Amendment is issued through SWIFT.
- Cancellation is completed after required consent is received.

2.3 Import LC Bills

Documents presented under LC are recorded, scrutinized, accepted/waived, and settled in accordance with LC terms.

Documentation requirements

- Presenting bank covering schedule
- Invoice, transport document, bill of exchange and documents required by LC.
- Applicant acceptance/waiver for discrepant documents
- Debit authority and funds/margin for payment.

Process flow

- Documents are received and lodged.
- Documents are scrutinized.
- Compliant documents are accepted or discrepant documents referred to applicant.
- Payment is made at sight/maturity as applicable.

2.4 Import Collections

Overseas supplier documents are received through banking channels for delivery against payment or acceptance.

Documentation requirements

- Overseas bank collection schedule
- Invoice, transport document and bill of exchange
- Acceptance letter or debit authority
- Purpose/regulatory documents

Process flow

- Documents received from overseas exporter / bank are lodged and arrival notice is issued.
- Customer accepts or authorizes payment.
- Documents are released and payment transmitted as instructed.

2.5 Advance and Direct Import Payments

Advance payment is made before shipment; direct payment is made after shipment against documents received directly by the importer.

Documentation requirements

- Request, FEMA/NNL declaration.
- Proforma invoice/PO for advance payment; commercial invoice for direct payment
- Transport documents/BoE or undertaking to submit BoE.
- Advance payment declaration and any other document as applicable.

Process flow

- Documents and regulatory eligibility are checked.
- Forex rate and debit funding are confirmed.
- Remittance is transmitted.
- ORM/BoE is subsequently linked or regularized.

2.6 Import Regularization, Extension and Write-off

Post-transaction service includes BoE linkage, extension, write-off and closure in IDPMS.

Documentation requirements

- Customer request and transaction references
- BoE/IDPMS/ORM details
- Correspondence, declarations, and reason-specific certificates
- Cases beyond AD threshold referred to RBI.

Process flow

- Eligibility and documentary evidence are verified.
- ORM/BoE records are matched or adjusted.
- IDPMS record is updated and closure advice is issued.

3. Export Trade Transactions

3.1 Export LC Advising and Amendment

Export LCs received from overseas issuing banks are authenticated and advised; confirmation is subject to eligibility and approval.

Documentation requirements

- Authenticated SWIFT/message
- Customer request for confirmation/cancellation
- Original LC and transaction-specific documents

Process flow

- Message authenticity is verified.
- LC/amendment is advised to beneficiary.
- Confirmation is processed after approvals and pricing acceptance.

3.2 Export Bills - Collection

Export documents are lodged and dispatched to the overseas bank/buyer for collection in accordance with customer instructions.

Documentation requirements

- Request with FEMA declaration
- Commercial invoice/packing list
- Transport document and shipping bill/Softex details
- Bill of exchange, insurance and original LC where applicable

Process flow

- Documents are scrutinized and lodged.
- Cover schedule/advice is generated.
- Documents are dispatched or transmitted.
- On receipt of proceeds, export bill is linked and customer credited.

3.3 Export Bill Negotiation/Discounting

Eligible export bills are financed under sanctioned limits after document scrutiny and applicable approvals.

Documentation requirements

- Export bill collection documents.

- Finance/discounting request.
- Bills of Exchange/ Commercial Invoice and Packing List
- Transport Document (i.e. lorry/ rail receipt/ airway bill/ seaway bill)
- Available sanctioned limit
- Issuing-bank acceptance or other risk mitigant, where applicable

Process flow

- Documents and eligibility are scrutinized.
- Discrepancy/risk approval is obtained if required.
- Rates are accepted and finance is disbursed.

3.4 Export Advance Regularization, Tenor Extension and Write-off

EDPMS servicing includes linking export advances, extending realization periods and permitted write-off/invoice reduction.

Documentation requirements

- Customer request/declaration and export bill reference
- Invoice, shipping bill and transport document
- Buyer correspondence and reason-specific evidence
- CA certificate with active UDIN where applicable

Process flow

- Supporting documents are verified.
- Eligibility under applicable directions is checked.
- EDPMS entry is linked, extended, reduced or closed.

4. Bank Guarantees

4.1 BG/eBG Issuance and Amendment

A bank guarantee secure performance or payment obligations in domestic or international transactions. Electronic BG may be issued through the approved digital platform.

Documentation requirements

- BG application and debit authority
- Approved BG text soft copy
- Tender/LOA/work order/agreement.
- Available limit/margin/collateral

Process flow

- Request is submitted through approved channels.
- Limit, margin, text and underlying are verified.
- Compliance/legal checks are completed.
- Physical BG, SWIFT guarantee or eBG is issued and advice shared.

4.2 BG Cancellation/Closure

BG closure releases contingent liability after satisfactory evidence that the bank's obligation has ended.

Documentation requirements

- Customer request
- Original BG and beneficiary release/no-claim confirmation
- Other evidence required under BG terms

Process flow

- Documents are verified for enforceability and authenticity.
- External confirmation is obtained where necessary.
- BG is marked cancelled/closed and limit is released.

4.3 BG Invocation/Claim

A claim is examined against the guaranteed terms and handled within the validity and claim period.

Documentation requirements

- Original/compliant claim letter
- Documents expressly required by BG text
- Authentication through bank channel, where applicable

Process flow

- Claim is received and timestamped.
- Compliance with BG terms is scrutinized.
- Applicant is informed.
- Payment/rejection is handled in accordance with BG terms and law.

5. AU DigiTrade and Customer Request Channels

AU DigiTrade serves as the Bank's digital platform for submission, tracking and processing of cross border transactions. Customers may submit eligible transactions through Branch channels and AU DigiTrade.

6. Fees and Charges

A comprehensive schedule of standard charges applicable to different cross-border transactions can be found on bank's website:

Link to the standard pricing grid attached herewith:

https://www.au.bank.in/business-banking/trade-schedule-of-charges

7. Escalation Matrix and Grievance Redressal Mechanism

Grievance Redressal: A formal process for lodging and resolving customer grievances, including acknowledgment, tracking, and final resolution communication is available on below Link:

https://www.au.bank.in/notice-board-language/customer-grievance-redressal-policy/English.pdf

8. Cutoff Time for request submission:

Requests submitted before 2:00 PM* will be processed on the same day,

Requests submitted after 2:00 PM* will be processed on the next working day.

**Branches remain closed on state-specific bank holidays and on the 2nd and 4th Saturdays*.

* Subject to submission of compliant document.

Turnaround times may vary depending on transaction volume, enhanced due diligence requirements, clarifications sought from the customer, or at the discretion of the Bank on a case-to-case basis.

9. Internal Oversight and Training

The Bank shall maintain strong oversight, skilled resources and effective control mechanisms to ensure the prudent conduct of cross-border trade, ongoing regulatory compliance and operational resilience.

Annexure 1 – Outward remittances

Purpose Code	Type of Remittances	Documents required
Transportation (S02)		
S0201	Payment for surplus freight/ passenger fare by foreign shipping companies operating in India	1. Application cum Form A2 (Bank Format) 2. Copy of agreement/ contract/ invoice 3. Working of remittance amount for amount up to USD 5,000. 4. CA/ Auditor's certificate endorsing/ verifying the surplus amount for any amount above USD 5,000 or eqv. 5. Form 145/ 146(As applicable)
S0202	Payment for operating expenses of Indian shipping companies operating abroad/	1. Application cum Form A2 (Bank Format) 2. Copy of agreement/ contract/ invoice 3. Barge/ Bunkering receipt (in case the payment is towards fuel cost) 4. CA certificate evidencing the invoice number and vessel number and amount. Note: Salary transaction to be allowed without CA certificate. (Post establishing that receiver is a foreign national.
S0203	Freight on Imports – Shipping Companies	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Copy of Bill of lading accepted by the remitter for payment.

		4. CA certificate if the amount involved couldn't be derived or bulk invoices (more than 10) submitted. 5. Form 145/ 146 (As applicable) 6. In case payment is made to Indian agent of Shipping company, then letter from the beneficiary bank stating the account of beneficiary is maintained with them is a special designated FCY account and the beneficiary is authorized to receive freight payment/ collection in India in FCY in line with FEMA notification no. 10(R) 7. Declaration from the client confirming they are acting as a freight forwarder not as MTO. (In case MTO, please share approval from Director general of Shipping) Note: Approval from Ministry of surface transport (Chartering Wing) is required for following payments • Payment of import through ocean transport by a Govt. department or a PSU on CIF basis (other than FOB basis) • Remittance of freight of vessel chartered by a Govt. department or PSU
S0203	Remittance of freight prepaid on inward consolidation of cargo by sea	1. Application cum Form A2 (Bank Format) 2. Copies of prepaid MBL/HBL, cargo manifest & invoices received from overseas consolidator. 3. Copy of invoice/ agency agreement 4. CA certificate if the amount involved couldn't be derived or bulk invoices (more than 10) submitted. 5. Form Form 145/ 146 (As applicable)
S0204	Freight on Exports – Shipping Companies	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Copy of Bill of lading accepted by the remitter for payment. 4. CA certificate if the amount involved couldn't be derived or bulk invoices (more than 10) submitted. 5. Form 145/ 146 (As applicable) 6. In case payment is made to Indian agent of Shipping company, then letter from the beneficiary bank stating the account of beneficiary is maintained with them is a special designated FCY account and the beneficiary is authorized to receive freight payment/ collection in India in FCY in line with FEMA notification no. 10(R) 7. Declaration from the client confirming they are acting as a freight forwarder not as MTO. (In case MTO, please share approval from Director general of Shipping) Note: Approval from Ministry of surface transport (Chartering Wing) is required for following payments • Remittance of freight of vessel chartered by a Govt. department or PSU
S0204	Remittance of break bulk agents' remuneration on consolidation of outward sea	1. Application cum Form A2 (Bank Format) 2. Copies of prepaid MBL/HBL, cargo manifest & invoices received from overseas consolidator. 3. Copy of invoice/ agency agreement 4. CA certificate if the amount involved couldn't be derived or bulk invoices (more than 10) submitted.

		5. Form 145/ 146 (As applicable)
S0205	Operational leasing (with crew) – Shipping companies	1. Application cum Form A2 (Bank Format) 2. Certified copy of the invoice 3. Underlying agreement that evidences the scope of services and whether the services has been rendered in line with the raised invoice. 4. Approval from Director of Shipping 5. Form 145/ 146 (As applicable)
S0206	Booking of passages abroad – Shipping companies	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Form 145/ 146 (As applicable)
S0207	Payments for surplus freight/ passage fare by foreign Airline companies operating in India	1. Application cum Form A2 (Bank Format) 2. Copy of agreement/ contract/ invoice 3. Working of remittance amount for amount up to USD 5,000. 4. CA/ Auditor's certificate endorsing/ verifying the surplus amount for any amount above USD 5,000 or eqv. 5. Form 145/ 146(As applicable) 6. Approval granted by the Director General of Civil Aviation, in original, for the flight/s concerned, if the collections reported are in respect of flight/s to/from India.
S0208	Operating expenses of Indian Airlines operating abroad	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice
S0209	Freight on Imports – Airline companies	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Copy of Airway Bills accepted by the remitter for payment or certified copies of prepaid MAWB/HAWB 4. CA certificate if the amount involved couldn't be derived or bulk invoices (more than 10) submitted. 5. Form 145/ 146 (As applicable) 6. In case payment is made to Indian agent of Airline company, then letter from the beneficiary bank stating the account of beneficiary is maintained with them is a special designated FCY account and the beneficiary is authorized to receive freight payment/ collection in India in FCY in line with FEMA notification no. 10(R) 7. Declaration from the client confirming they are acting as a freight forwarder not as MTO. (In case MTO, please share approval from Director general of Shipping)
S0210	Freight on Exports – Airline companies	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Copy of Airway Bills accepted by the remitter for payment or certified copies of prepaid MAWB/HAWB 4. CA certificate if the amount involved couldn't be derived or bulk invoices (more than 10) submitted. 5. Form 145/ 146 (As applicable) 6. In case payment is made to Indian agent of Airline company, then letter from the beneficiary bank stating the account of beneficiary is maintained with them is a special designated FCY account and the beneficiary is authorized to receive freight payment/ collection in India in FCY in line with FEMA notification no. 10(R) 7. Declaration from the client confirming they are acting as a freight forwarder not as MTO. (In case MTO, please share approval from Director general of Shipping

S0212	Booking of passages abroad – Airline companies	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice
S0213	Payments on account of stevedoring/ port handling charges etc.	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Form 145/ 146 (As applicable)
S0213	Payments on account of demurrage	1. Application cum Form A2 (Bank Format) 2. Demurrage claim settlement invoice/ demand along with worksheet for demurrage calculation. 3. Copy of underlying BL/ AWB (as applicable) 4. Lay time settlement/ statement of facts or survey report 5. Form 145/ 146 (As applicable)
S0222	Postal & Courier services by Air	1. Application cum Form A2 (Bank Format) 2. Copy of invoice evidencing scope of work and due amount (In case of recurring payment, underlying agreement to be submitted along with invoice) 3. Form 145/146 (As required)
S0223	Postal & Courier services by Sea	1. Application cum Form A2 (Bank Format) 2. Copy of invoice evidencing scope of work and due amount (In case of recurring payment, underlying agreement to be submitted along with invoice) 3. Form 145/146 (As required)
S0224	Postal & Courier services by others	1. Application cum Form A2 (Bank Format) 2. Copy of invoice evidencing scope of work and due amount (In case of recurring payment, underlying agreement to be submitted along with invoice 3. Form 145/146 (As required)
Travel (S03)		
S0301	Remittance towards business travel (Includes international conference/ specialized training/ seminar)	1. Application cum Form A2 (Bank Format) 2. Copy of passport 3. Copy of travel itinerary and tickets or business visa 4. Sponsorship letter from company/ letter or brochure of the conference/ seminar/ training (as applicable) 5. Invoice of the overseas travel agent
S0302	Travel under basic travel quota (BTQ)	1. Application cum Form A2 (Bank Format) 2. Copy of passport 3. Details as required (Pan Number & FCY amount per traveler) for reporting LRS transactions in the platform as defined by RBI (https://xbrl.rbi.org.in/phase2/)
S0303	Travel for pilgrimage	1. Application cum Form A2 (Bank Format) 2. Copy of passport 3. Invoice of the overseas travel agent 4. List of passengers with passport details 5. List of passengers with PAN details and FCY value for reporting LRS transactions in the platform as defined by RBI (https://xbrl.rbi.org.in/phase2/) 6. Declaration from the tour operator/agent that PAN card held in their records and would be submitted to AU Bank as and when required. 7. Declaration from the tour operator/agent that they have obtained LRS form from the traveler and would be submitted to AU Bank as and when required.
S0304	Travel for medical treatment	1. Application cum Form A2 (Bank Format) 2. Documents evidencing ailment detail and treatment or declaration from customer for purpose of travel along with details of treatment, hospital, country of travel. 3. If the value of remittance exceeds USD 250,000 then

		a. Estimate from the overseas hospital/ doctor in India towards hotel expenses is to be obtained.
S0304	Maintenance Expenses for attendant accompanying the patient abroad	1. Application cum Form A2 (Bank Format) 2. Documents evidencing ailment detail and treatment or declaration from customer for purpose of travel along with details of treatment, hospital, country of travel. 3. Copy of passport for the person travelling with the patient
S0305	Travel for education (including fees, hostel expenses etc.)	1. Application cum Form A2 (Bank Format) 2. Copy of admission letter or notification from overseas institution/ college abroad/ declaration from the customer for purpose of travel along with details of institution, course details, location & country of travel for education. 3. If the value of remittance exceeds USD 250,000 then a. Estimate from the overseas college/ institution giving the details of the course and fee structure. 4. In case a company sponsoring education for students a. Certified copy of sponsorship letter b. Copy of the board resolution for effecting the remittance on behalf of the student 5. In case a sole proprietor is sponsoring education for students a. Declaration from the proprietor stating to remit the funds under education out of the proceeds from his sole proprietorship account
S0306	Other travel Remittance (Other travel (including holiday trips and payments for settling international credit cards transactions) towards immigration	1. Application cum Form A2 (Bank Format) 2. Copy of passport and Visa 3. If the value of remittance exceeds USD 250,000 then a. Supporting documents/ letter received from the embassy for the amount to be paid. 4. Form 145/ 146(As applicable)
S0306	Other travel Remittance towards employment abroad	1. Application cum Form A2 (Bank Format) 2. Copy of passport 3. Copy of employment visa (Not mandatory) 4. Letter of appointment from overseas employer 5. Form 145/146 (As applicable)
S0306	Other Travel In respect of consolidated tours arranged by travel agent in India for foreign tourists visiting India and neighboring countries like Nepal/ Bangladesh/Sri Lanka etc. against advance payments already received	1. Application cum Form A2 (Bank Format) 2. Inward remittance reference number or copy of Bank certificate in case inward remittance not received by AU Bank 3. Invoice/ Demand letter 4. Details of travelers 5. Copy of passport to ensure the travelers are foreign nationals. 6. Form 145/146 (As applicable)
Construction Services (S05)		
S0501	Construction of projects abroad by Indian companies including import of goods at project site abroad	1. Application cum Form A2 (Bank Format) 2. In case of project exports, original approval from AD/EXIM Bank for endorsement 3. Declaration from applicant that total amount remitted till date including this request doesn't exceed total amount permitted by AD/ EXIM Bank Note: If approval is from any bank other than AU Bank, then NOC from that Bank for handling the transaction.

S0502	Cost of construction etc. of projects executed by foreign companies in India.	Shall be covered in the product Note on Liaison office/ Branch Office/ Project Office
Insurance Services (S06)		
S0601	Life Insurance premium except term insurance	1. Application cum Form A2 (Bank Format) 2. Copy of insurance policy 3. Demand note from the issuer. 4. Form 15 145/146 (As applicable) Note: A person resident in India may continue to hold any insurance policy issued by an insurer outside India when such person was resident outside India. If the premium due on a life insurance policy has been paid by making remittance from India, the policy holder shall repatriate to India through normal banking channels, the maturity proceeds or amount of any claim due on the policy, within a period of seven days from the receipt thereof.
S0602	Freight insurance – relating to import & export of goods	1. Application cum Form A2 (Bank Format) 2. Demand note from the issuer
S0603	Other general insurance premium by SEZ Units. (Other general insurance premium including reinsurance premium; and term life insurance premium)	1. Application cum Form A2 (Bank Format) 2. Invoice for premium payment (Insurers should be outside India) 3. Form 145/146 (As applicable) Note: This is only applicable to SEZ Units and provided the premium is paid by the units out of their foreign exchange balances
S0603	Reinsurance premium/ Remittance towards reinsurance premium by IRDAI licensed brokers	Requirement if the remitter is a insurance company having license from IRDAI: 1. Application cum Form A2 (Bank Format) 2. Certified copy of debit note/ invoice from overseas insurance company 3. Copy of AGM towards reinsurance arrangements of the insurers registered with IRDAI which is to be approved by the respective insurer's Board in compliance with IRDAI Regulations 4. Form 145/146 (As applicable) Requirement if the remitter is IRDAI licensed broker: 1. Application cum Form A2 (Bank Format) 2. Relative debit notes from overseas insurance company and/or Broker 3. Detailed statement of premium settled by the individual insurer, along with a certificate to the effect that the amount of reinsurance business is within the overall limit approved by the insurer's Board and that the risks covered under the reinsurance arrangements are within the scope of the Reinsurance Program, approved by the insurer's Board in compliance with IRDAI Regulations. 4. A certificate from the Chartered Accountant of the broker, prepared on the basis of certificates and statements obtained from the insurers to the effect that the proposed remittance of reinsurance premium sought, is in

		agreement with the various statements/certificates obtained from the insurer/s 5. Copy of approval letter from IRDAI for placing business outside India by direct insurance brokers. 6. Form 145/146 (As applicable)
S0605	Auxiliary services including commission on insurance	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable)
Financial Services (S07)		
S0701	Financial intermediation, except investment banking - Bank charges, collection charges, LC charges etc.	1. Application cum Form A2 (Bank Format) 2. Authenticated SWIFT message to ascertain the reason and value of remittance. 3. In case authenticated SWIFT not received, certified debit note/ demand notice from the foreign Bank 4. Form 145/146 (As applicable)
S0702	Investment banking – brokerage, under writing commission etc.	1. Application cum Form A2 (Bank Format) 2. Certified copy of debit note/ invoice raised with calculation of brokerage amount. If calculation is not evident, CA certificate certifying the amount from the underlying agreement. 3. Underlying agreement 4. Form 145/146 (As applicable)
Telecommunication, Computer & Information Services (S08)		
S0801	Hardware consultancy/implementation	1. Application cum Form A2 (Bank Format) 2. Certified copy of debit note/ invoice 3. Underlying agreement in case following cannot be ascertained from the underlying invoice. a. Services rendered. b. Nature and scope of service 4. Form 145/146 (As applicable)
S0802	Software consultancy / implementation	1. Application cum Form A2 (Bank Format) 2. Certified copy of debit note/ invoice 3. Underlying agreement in case following cannot be ascertained from the underlying invoice. a. Services rendered. b. Nature and scope of service 4. Form 145/146 (As applicable)
S0803	Data base, data processing charges	1. Application cum Form A2 (Bank Format) 2. Certified copy of debit note/ invoice 3. Underlying agreement in case following cannot be ascertained from the underlying invoice. a. Services rendered. b. Nature and scope of service 4. Form 145/146 (As applicable)
S0804	Repair and maintenance of computer and software	1. Application cum Form A2 (Bank Format) 2. Certified copy of debit note/ invoice 3. Underlying agreement in case following cannot be ascertained from the underlying invoice. a. Services rendered. b. Nature and scope of service 4. Form 145/146 (As applicable) Note: In case of physical export for repair, copy of GR waiver/ BOE towards reimport

S0805	News agency services	1. Application cum Form A2 (Bank Format) 2. Certified copy of debit note/ invoice 3. Underlying agreement in case following cannot be ascertained from the underlying invoice. a. Services rendered. b. Nature and scope of service 4. Form 145/146 (As applicable)
S0806	Other information services- Subscription to newspapers, periodicals	1. Application cum Form A2 (Bank Format 2. Certified copy of debit note/ invoice 3. Form 145/146 (As applicable)
S0807	Off-site software imports	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice/ debit note from the overseas company indicating the amount of charges and description software so imported 3. Underlying agreement 4. Form 145/146 (As applicable)
S0808	Telecommunication services including electronic mail services and voice mail services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice/ debit note 3. Underlying agreement 4. Form 145/146 (As applicable) Note: relevant approval from Ministry of Information & Broadcasting/ Ministry of Communication & information Technology. (Refer related Schedule II Transaction for hiring of transponder service)
S0809	Satellite services including space shuttle and rockets etc.	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice/ debit note 3. Underlying agreement 4. Form 145/146 (As applicable) Note: relevant approval from Ministry of Information & Broadcasting/ Ministry of Communication & information Technology. (Refer related Schedule II Transaction for hiring of transponder service)
Charges for the use of intellectual property - not included elsewhere (S09)		
S0901	Franchises services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice/ debit note 3. Royalty statement certified by CA/ Statutory Auditor 4. Underlying agreement 5. Form 145/146 (As applicable)
S0902	Payment for use, through licensing arrangements, of produced originals or prototypes (such as manuscripts and films), patents, copyrights, trademarks and industrial processes etc.	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice/ debit note 3. Royalty statement certified by CA/ Statutory Auditor 4. Underlying agreement 5. Form 145/146 (As applicable)
Other Business Services (S10)		
S1002	Trade related services – commission on exports / imports	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice for the amount involved with clear mention of agency commission. 3. Copy of GR/SB wherein AU Bank should be the AD confirming the amount of agency commission (In case AD is any bank other than AU Bank, NOC from the Bank is required)

		4. In absence of any mention of agency commission amount, underlying agreement 5. Copy of BL/AWB 6. Declaration cum undertaking from the exporter that no incentive / duty drawback has been availed. (If already refunded proof thereof) 7. Form 145/146 (As applicable)
S1003	Operational leasing services (other than financial leasing) without operating crew, including charter hire- Airlines companies	1. Application cum Form A2 (Bank Format) 2. Invoice from overseas Aircraft owner 3. Approval from Directorate general of Civil Aviation 4. AWB (if hired for movement of goods) 5. Underlying lease agreement 6. Form 145/146 (As applicable)
S1004	Legal services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. If remittance is on account of court order or dispute settlement or arbitral award, relevant court order/ settlement agreement/ letter of arbitral award is required. 4. Form 145/146 (As applicable)
S1005	Accounting, auditing, book-keeping services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Form 145/146 (As applicable)
S1006	Business and management consultancy and public relations service	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Engagement letter/ appointment etc. 5. Copy of passport of the person who have visited India to give such service along with copy of Visa (If applicable) 6. Form 145/146 (As applicable) Note: Limit of USD 1 MIO/ 10 MIO per project in line with Schedule III of Foreign Exchange Management (Current Account Transactions Rule) 2000 to be ensured from the underlying agreement . The said limit shall not be applicable if remittance is made out of the funds held in Exchange Earners' Foreign Currency (EEFC) account
S1007	Advertising, trade fair service	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Certified copy of the published advertisement 4. Form 145/146 (As applicable)
S1008	Research & Development services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Declaration from the customer that applicable R&D cess will be paid/ is already paid. 5. Form 145/146 (As applicable)
S1009	Architectural services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable)
S1010	Agricultural services like protection against insects & disease, increasing of harvest yields, forestry services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable)

S1011	Payments for maintenance of offices abroad	Will be covered in the Product Note on Office representative abroad for AD approval for opening such offices/ posting representative abroad. <u>For remittance</u> 1. Application cum Form A2 (Bank Format) 2. Valid original approval letter from the AD for endorsement of initial/ subsequent expenses
S1013	Environmental Services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable)
S1014	Engineering Services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable)
S1015	Tax consulting services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Reason for availing such consultancy services from abroad. 4. Form 145/146 (As applicable)
S1016	Market research and public opinion polling service	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Form 145/146 (As applicable)
S1020	Commission agent services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable)
S1099	Other services not included elsewhere	Since RBI discourages use of this purpose code in various forum, Bank to avoid using this Purpose code.
Personal, Cultural & Recreational services (S11)		
S1101	Audio-visual and related services like Motion picture and video tape production, distribution and projection services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable)
S1103	Radio and television production, distribution and transmission services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable)
S1104	Entertainment services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable)
S1106	Museums, library and archival services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable)
S1106	Recreation and sporting activities services	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. Form 145/146 (As applicable) Note: Approval from Ministry of Human Resources Development (Department of Youth Affairs and Sports) is required where Remittance of prize money/sponsorship of sports activity abroad by a person other than International /

		National / State Level sports bodies, if the amount involved exceeds USD 100,000
S1107	Education (e.g. fees for correspondence courses abroad)	1. Application cum Form A2 (Bank Format) 2. Brochure/ Document evidencing the course details and fee structure. 3. Form 145/146 (As applicable)
S1108	Health Service (payment towards services received from hospitals, doctors, nurses, paramedical and similar services etc. rendered remotely or on-site)	1. Application cum Form A2 (Bank Format) 2. Certified copy of invoice 3. Underlying agreement 4. In case on-site, copy of passport and visa for official visited India. 5. Form 145/146 (As applicable)
Secondary Income (S13)		
S1301	Remittance for family maintenance and savings Note: Facility is for residents but not permanently resident and foreign nationals & diplomats	1. Application cum Form A2 (Bank Format) 2. Letter from employer confirming that employee is in regular employment and on payroll as on date of remittance. 3. Current salary slip evidencing tax deduction at source 4. Copy of passport and employment visa
S1303	Remittance towards donations to religious and charitable institutions abroad Note: Companies eligible for such payment under Schedule III of FEMA 1999 where such Donations does not exceed one per cent. of their foreign exchange earnings during the previous three financial years or USD 5,000,000, whichever is less, for- (a) creation of Chairs in reputed educational institutes, (b) contribution to funds (not being an investment fund) promoted by educational institutes; and (c) contribution to a technical institution or body or association in the field of activity of the donor Company.	1. Application cum Form A2 (Bank Format) 2. Letter from customer with documentary evidence such as brochure indicating name, address and activity of the beneficiary organization and purpose of such remittance. 3. Declaration from the remitter to be taken along with the supporting to ensure that the remittance is for the XXX purpose and the amount remitted is not exceeding one per cent. of their foreign exchange earnings during the previous three financial years or USD 5,000,000, whichever is less. 4. Remitter should also give the details of their foreign exchange earnings during the last three financial years attested by the statutory auditor of the company.
S1306	Remittance towards payment / refund of taxes	1. Application cum Form A2 (Bank Format) 2. Original Income tax refund order and a certified copy of the same
Primary Income (S14)		
S1401	Compensation of employees	1. Application cum Form A2 (Bank Format) 2. Undertaking from the employer that a. The remittance is net of all applicable taxes, statutory dues and the remittance amount doesn't exceed the net salary b. The employee is in regular employment of the company

		c. The employee is a citizen of <Name of the country> and is on deputation to office of <Company/ firm name) 3. Copy of passport and employment vis of the employee (s) 4. Form 15 CA / Form 15 CB (As applicable)
S1409	Remittance of dividends by FDI enterprises in India (other than branches) on equity and investment fund shares	1. Application cum Form A2 (Bank Format) 2. The registration letter of RBI/ certified copy of Approved FIRMS screenshot evidencing the number of shares allotted to the beneficiary. 3. Certificate from CS or CA that a. Dividend has been declared by the company and the quantum of dividend b. Shares have been validly issued to the overseas party giving name of the non-resident shareholders and quantity of shareholding as on record date of payment of dividend along with the amount c. That the amount of remittance being made is net of dividend already paid/ payable to domestic accounts/ custodians of foreign shareholder d. That the above-mentioned dividend payment, dividend balancing is not applicable 4. Certified true copy of the BR/ AGM authorizing payment and quantum 5. Form 145/146 (As applicable)
Others (S15)		
S1501	Refunds / rebates / reduction in invoice value on account of export	1. Application cum Form A2 (Bank Format) 2. Demand letter from the overseas party/ certified copy of invoice 3. Declaration cum undertaking from the exporter that no incentive/ duty drawback has been availed or shall be refunded to the concerned authority and the transaction is not related to commodities subject to floor price stipulation 4. NOC from the Bank if the export transaction is not handled by AU Bank
S1502	Reversal of wrong entries, refunds of amount remitted for non-exports	1. Application cum Form A2 (Bank Format) 2. Demand letter from the overseas party/ certified copy of invoice 3. Bank certificate to evidence the inward receipt 4. Certificate from auditor of the company that the amount is outstanding in the books of the entity and not adjusted in any manner. Refund amount bears no interest element and verified the correctness of the reason for refund of the remittance 5. Form 145/146 Note: RBI approval is required if the refund is after 1 year of receipt of inward remittance for all purposes other than FDI. Treatment of refund of proceeds of FDI is covered in the product note of Foreign Investment
S1503	Payments by residents for international bidding	1. Application cum Form A2 (Bank Format) 2. Bid offer letter/ document of international bid 3. Customer declaration that the amount will be refunded back if the bid offer is rejected

Annexure 1 - Inward Remittance

Documentation requirements

1. Disposal instruction
2. FEMA declaration/purpose confirmation
3. Copy of Underlying Invoice, contract or underlying evidence where applicable
4. Any other document as may be required by the Bank to establish the bona fide nature of the transaction

Purpose Code	New Description (04 Dec 2025)
P0001	Repatriation of Indian Portfolio investment abroad in equity capital (shares)
P0002	Repatriation of Indian Portfolio investment abroad in debt instruments.
P0003	Repatriation of Indian Direct investment abroad (by branches & wholly owned subsidiaries and associates) in equity shares
P0004	Repatriation Indian Direct investment abroad (by branches & wholly owned subsidiaries and associates) in debt instruments
P0005	Repatriation of Indian investment abroad in real estate
P0006	Foreign Direct Investment made by overseas Investors in India in equity shares
P0007	Foreign Direct Investment made by overseas Investors in India in debt instruments.
P0008	Foreign Direct Investment made by overseas Investors in India in real estate
P0009	Foreign Portfolio Investment made by overseas Investors in India in equity shares
P0010	Foreign Portfolio Investment made by overseas Investors in India in debt Instruments.
P0011	Repayment of loans extended to Non-Residents
P0012	Long & medium term loans, with original maturity of above one year, from Non-Residents to India (External Commercial Borrowings)
P0013	Short term loans with original maturity upto one year from Non-Residents to India (Short-term Trade Credit)
P0014	Receipts o/a Non-Resident deposits (FCNR(B)/NR(E)RA, etc.) {ADs should report these even if funds are not “swapped” into Rupees}
P0015	Loans & overdrafts taken by ADs on their own account. (Any amount of loan credited to the NOSTRO account which may not be swapped into Rupees should also be reported)
P0016	Purchase of a foreign currency against another currency.
P0017	Receipts on account of Sale of non-produced non-financial assets (Sale of intangible assets like patents, copyrights, trademarks etc., land acquired by government, use of natural resources) – Government
P0019	Receipts on account of Sale of non-produced non-financial assets (Sale of intangible assets like patents, copyrights, trademarks etc., use of natural resources) – Non-Government
P0020	Receipts on account of margin payments, premium payment and settlement amount etc. under Financial derivative transactions
P0021	Receipts on account of sale of share under Employee stock option
P0022	Receipts on account of other investment in ADRs/GDRs

P0024	External Assistance received by India
P0025	Repayments received on account of External Assistance extended by India
P0028	Capital transfer receipts (Guarantee payments, Investment Grant given by the government/international organisation, exceptionally large Non-life insurance claims including claims arising out of natural calamity) - Government
P0029	Capital transfer receipts (Guarantee payments, Investment Grant given by the Non-government, exceptionally large Non-life insurance claims including claims arising out of natural calamity) – Non-Government
P0099	Other capital receipts not included elsewhere
P0101	Value of export bills negotiated / purchased/discounted etc. (covered under GR/PP/SOFTEX/EC copy of shipping bills etc.) – Other than Nepal and Bhutan
P0102	Realisation of export bills (in respect of goods) sent on collection (full invoice value) – Other than Nepal and Bhutan
P0103	Advance receipts against export contracts, which will be covered later by GR/PP/SOFTEX/SDF – other than Nepal and Bhutan
P0104	Receipts against export of goods not covered by the GR /PP /SOFTEX /EC copy of shipping bill etc. (under Intermediary/transit trade, i.e., third country export passing through India
P0108	Goods sold under merchanting / Receipt against export leg of merchanting trade*
P0109	Export realisation on account of exports to Nepal and Bhutan, if any
P0201	Receipts of surplus freight/passenger fare by Indian shipping companies operating abroad
P0202	Receipts on account of operating expenses of Foreign shipping companies operating in India
P0205	Receipts on account of operational leasing (with crew) – Shipping companies
P0207	Receipts of surplus freight/passenger fare by Indian Airlines companies operating abroad.
P0208	Receipt on account of operating expenses of Foreign Airlines companies operating in India
P0211	Receipt on account of operational leasing (with crew) – Airlines companies
P0214	Receipts on account of other transportation services (stevedoring, demurrage, port handling charges etc).(Shipping Companies)
P0215	Receipts on account of other transportation services (stevedoring, demurrage, port handling charges etc).(Airlines companies)
P0216	Receipts of freight fare -Shipping companies operating abroad
P0217	Receipts of passenger fare by Indian Shipping companies operating abroad
P0218	Other receipts by Shipping companies
P0219	Receipts of freight fare by Indian Airlines companies operating abroad
P0220	Receipts of passenger fare –Airlines
P0221	Other receipts by Airlines companies
P0222	Receipts on account of freights under other modes of transport (Internal Waterways, Roadways, Railways, Pipeline transports and Others)
P0223	Receipts on account of passenger fare under other modes of transport (Internal Waterways, Roadways, Railways, Pipeline transports and Others)
P0224	Postal & Courier services by Air
P0225	Postal & Courier services by Sea
P0226	Postal & Courier services by others

P0301	Purchases towards travel (Includes purchases of foreign TCs, currency notes etc over the counter, by hotels, Emporiums, institutions etc. as well as amount received by TT/SWIFT transfers or debit to Non-Resident account).
P0302	Business travel
P0304	Travel for medical treatment including TCs purchased by hospitals
P0305	Travel for education including TCs purchased by educational institutions
P0306	Other travel receipts
P0308	Foreign Currencies/TCs surrendered by returning Indian tourists.
P0501	Receipts on account of services relating to cost of construction of projects in India
P0502	Receipts on account of construction works carried out abroad by Indian Companies
P0601	Life Insurance premium except term insurance
P0602	Freight insurance – relating to import & export of goods
P0603	Other general insurance premium including reinsurance premium; and term life insurance premium
P0605	Auxiliary services including commission on insurance
P0607	Insurance claim Settlement of non-life insurance; and life insurance (only term insurance)
P0608	Life insurance claim settlements (excluding term insurance) received by residents in India
P0609	Standardised guarantee services
P0610	Premium for pension funds
P0611	Periodic pension entitlements e.g. monthly quarterly or yearly payments of pension amounts by Indian Pension Fund Companies.
P0612	Invoking of standardised guarantees
P0701	Financial intermediation except investment banking – Bank charges, collection charges, LC charges, etc.
P0702	Investment banking – brokerage, under writing commission etc.
P0703	Auxiliary services – charges on operation & regulatory fees, custodial services, depository services etc.
P0801	Hardware consultancy/implementation
P0802	Software consultancy/implementation (other than those covered in SOFTEX form)
P0803	Data base, data processing charges
P0804	Repair and maintenance of computer and software
P0805	News agency services
P0806	Other information services- Subscription to newspapers, periodicals, etc.
P0807	Off-site Software Exports
P0808	Telecommunication services including electronic mail services and voice mail services
P0809	Satellite services including space shuttle and rockets, etc.
P0901	Franchises services
P0902	Receipts for use, through licensing arrangements, of produced originals or prototypes (such as manuscripts and films), patents, copyrights, trademarks, industrial processes, franchises etc.
P1002	Trade related services – commission on exports / imports
P1003	Operational leasing services (other than financial leasing) without operating crew, including charter hire- Airlines companies

P1004	Legal services
P1005	Accounting, auditing, book keeping services
P1006	Business and management consultancy and public relations services
P1007	Advertising, trade fair service
P1008	Research & Development services
P1009	Architectural services
P1010	Agricultural services like protection against insects & disease, increasing of harvest yields, forestry services.
P1011	Inward remittance for maintenance of offices in India
P1013	Environmental Services
P1014	Engineering Services
P1015	Tax consulting services
P1016	Market research and public opinion polling service
P1017	Publishing and printing services
P1018	Mining services like on–site processing services analysis of ores etc.
P1019	Commission agent services
P1020	Wholesale and retailing trade services.
P1021	Operational leasing services (other than financial leasing) without operating crew, including charter hire- Shipping companies
P1022	Other Technical Services including scientific/space services.
P1099	Other services not included elsewhere
P1101	Audio-visual and related services like Motion picture and video tape production, distribution and projection services.
P1103	Radio and television production, distribution and transmission services
P1104	Entertainment services
P1105	Museums, library and archival services
P1106	Recreation and sporting activity services
P1107	Educational services (e.g. fees received for correspondence courses offered to non-resident by Indian institutions)
P1108	Health Service (Receipts on account of services provided by Indian hospitals, doctors, nurses, paramedical and similar services etc. rendered remotely or on-site)
P1109	Other Personal, Cultural & Recreational services
P1201	Maintenance of foreign embassies in India
P1203	Maintenance of international institutions such as offices of IMF mission, World Bank, UNICEF etc. in India.
P1301	Inward remittance from Indian non-residents towards family maintenance and savings
P1302	Personal gifts and donations
P1303	Donations to religious and charitable institutions in India
P1304	Grants and donations to governments and charitable institutions established by the governments
P1306	Receipts / Refund of taxes
P1307	Receipts on account of migrant transfers including Personal Effects
P1401	Compensation of employees
P1403	Inward remittance towards interest on loans extended to non-residents (ST/MT/LT loans)

P1405	Inward remittance towards interest receipts of ADs on their own account (on investments.)
P1408	Inward remittance of profit by branches of Indian FDI Enterprises (including bank branches) operating abroad.
P1409	Inward remittance of dividends (on equity and investment fund shares) by Indian FDI Enterprises, other than branches, operating abroad
P1410	Inward remittance on account of interest payment by Indian FDI enterprises operating abroad to their Parent company in India.
P1411	Inward remittance of interest income on account of Portfolio Investment made abroad by India
P1412	Inward remittance of dividends on account of Portfolio Investment made abroad by India on equity and investment fund shares
P1499	Other income receipts
P1501	Refunds / rebates on account of imports
P1502	Reversal of wrong entries, refunds of amount remitted for non-imports
P1503	Remittances (receipts) by residents under international bidding process.
P1505	Deemed Exports (exports between SEZ, EPZs and Domestic Tariff Areas)
P1601	Receipts on account of maintenance and repair services rendered for Vessels, Ships, Boats, Warships, etc.
P1602	Receipts of maintenance and repair services rendered for aircrafts, Space shuttles, Rockets, military aircrafts, etc.
P1701	Receipts on account of processing of goods

Note: Under the delegated powers of an Authorised Dealer, in terms of Section 10(5) of FEMA, the Bank may seek additional documents/information as part of its due diligence requirements, depending on the nature of the transaction.