RBI FEMA Regulation

Standard Operating Procedure

Foreign Exchange Management (Export and Import of Goods and Services) Regulations, 2026

Notification No. FEMA 23(R)/2026-RB dated January 13, 2026

Process Owner: INM Global Trade Solutions (GTS) & Global Payments Solutions (GPS)

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01 October 2026

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Effective date: 01 October 2026

DISCLAIMER:

This SOP may be reviewed and amended from time to time to reflect changes in applicable laws, regulations, regulatory guidelines and/or internal policies.

This SOP needs to be read in conjunction with the applicable policy, regulations and guidelines. In the event of any inconsistency or conflict, the applicable bank's Policy/ RBI regulations and guidelines shall prevail

1. Conditions & Documents Required

1.1 General Conditions Applicable to All Trade Transactions

Item	Requirement
Regulatory compliance	Transactions must comply with FEMA 23(R), applicable RBI/FEDAI guidance, the Foreign Exchange Management (Receipt and Payment) Regulations, 2023, FTP/DGFT rules, and internal FIM/GOP procedures.
Due diligence	Genuineness of underlying trade transaction must be established before processing and before EDPMS/IDPMS update/closure.
Screening	Sanctions screening mandatory; vessel checks where applicable.
Customer instructions	Physical instructions must be signed as per mandate; prescribed bank formats/STT forms to be used where available. Inward purpose confirmations must be received through UniTransact (UTB) or email. Outward remittance instructions must be initiated through HSBCnet or by physical instruction.
ACU transactions	Trade between two ACU countries must be routed as per ACU guidelines through correspondent ACU account.
LEI	Mandatory if per remittance of USD 1 million or above or the SI in HIE indicates multiple remittances with value less than USD 1 million but total remittance is exceeding INR 5 million. Beneficiary LEI to be obtained on best-efforts basis.
Small value closure	Self-declaration route available up to INR 10 lakh equivalent per bill/invoice, subject to prescribed declaration format and any other documents.
Third party transactions	Permitted only where bona fide and supported by declaration / invoice mention / tripartite agreement / arrangement evidence etc.
Same AD routing	Export/import advances and subsequent realization/payment should ordinarily be routed through same AD bank; if changed, proof of intimation to both ADs required.

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Service classification	The customer must provide a clear description of the service, applicable Service Accounting Code (SAC) and purpose code. The Bank may request additional information or documents to establish that the transaction relates to services other than software.
Residual Value Closure	EDPMS/IDPMS entries may be updated and closed where the residual invoice value is 5% or less, capped at USD 200 equivalent, and relates to bank charges, commission deductions, foreign exchange conversion or any other bank charges.
Bank documentary requirements	The Bank may require one or more additional documents or information, including contracts, purchase orders, statements of work, invoices, service-delivery evidence, correspondence, tax documents, declarations, certificates or other information, as may be required from time to time to conduct due diligence and satisfy regulatory, operational, sanctions, AML, tax or risk requirements.
Record retention	All requests, documents, approvals, exceptions, communications and system actions must be retained in accordance with applicable law and the Bank's record-retention policy.
Charges	Standard Charges/ fees are disclosed in the Bank's tariff schedule and on the Bank's website.

1.2 Product-wise Conditions & Documents

A. Export Transactions

A1. Export Bill Lodgement / Realization / Regularization

Product / Process	Key Conditions	Documents
Export bill lodgement – goods	1. Exporter to submit documents immediately on shipment and no later than 15 days before invoice due date or time period defined in para 1.5 of Bank's policy, whichever is earlier.	1. Customer request cum FEMA declaration 2. Commercial invoice 3. Packing list/transport document 4. Shipping bill/EDF details Bank may require one or more of the above-mentioned documents, and/or information thereof.
Export of software	1. Where bank is specified authority, EDF details to be submitted within prescribed timeline 2.Exporters must submit the EDF details, supporting documents and required declarations within 30 days after the end of the month in which the software export invoice was raised.	1. Customer request 2. EDF 3. Invoice with SAC 4. Supporting declarations 5. Additional docs risk-based

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		Bank may require one or more of the above-mentioned documents, and/or information thereof.
Export regularization against advance	1. IRM balance and EDF availability required	1. Customer request 2. Invoice 3. Transport document 4. Shipping bill/EDF details 5. IRM details Bank may require one or more of the above-mentioned documents, and/or information thereof.
Export proceeds credit	1. Credit only after validating underlying export and simultaneous EDPMS update/closure	1. Inward remittance advice / SWIFT / FIRC particulars 2. Export reference 3. Invoice 4. Purpose code 5. Contract, if advance Bank may require one or more of the above-mentioned documents, and/or information thereof.

Export of Services – EDF Submission/ Realization/ Regularization

Product / Process	Key Conditions	Documents
Export of services – EDF submission	1. EDF details to be submitted at the time of export of services or, at the latest, by the date of export realization. The export realization date is the date on which payment is received from the buyer or other permitted remitter. 2. EDF details must be submitted to the AD Bank via DigiTrade, the SFG mailbox or manually, either before or within the prescribed timelines for realization of the export proceeds. Where export proceeds are credited before submission of EDF details, prior necessary approvals must be obtained and the complete EDF details must be	1. Customer request, including applicable declarations. 2. EDF form/details or purpose of payment declaration 3. Commercial invoice. 4. SAC and purpose code. 5. Contract, purchase order or statement of work, where required. Bank may require one or more of the above-mentioned documents, and/or information thereof.

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	submitted within 10 working days of credit	
Export service realization	Export proceeds must be realized and repatriated within 9 months from the invoice date. For exports invoiced and/or settled in INR, the period is 12 months from the invoice date.	1. Customer request, including applicable declarations. 2. EDF form/details, or purpose of payment declaration 3. Commercial invoice. 4. IRM details 5. SAC and purpose code. 6. Contract, purchase order or statement of work, where required. Bank may require one or more of the above-mentioned documents, or information thereof.
Export proceeds where EDF reference is unavailable	Where EDF reference is unavailable, the customer must provide the EDF attestation request and underlying transaction details. Where the reference is unavailable due to technical reasons, an undertaking and relevant evidence must be provided. The EDF shall be submitted by the client within 10 working days of having received the credit of funds.	1. EDF attestation request 2. Customer undertaking 3. Commercial invoice. 4. IRM details 5. Evidence supporting the delay reason for non-availability Bank may require one or more of the above-mentioned documents, and/or information thereof to satisfy the reasonableness of the request.
EDF cancellation/ correction	EDF cancellation or correction may be considered for cases such as: • Cancelled transaction • Duplicate EDF • Incorrect filing or other bona fide reason Proceeds or advances received must be refunded or adjusted before closure. Related EDPMS and IRM records must be reconciled.	1. Customer request and declaration 2. EDF details 3. Commercial invoice. 4. IRM details 5. refund or adjustment evidence 6. Cancellation or correction evidence Bank may require one or more of the above-mentioned documents, or information thereof.
Export proceeds credit	1. Credit may be permitted either before or after receiving receipt of underlying documents or declaration or any other information / documents towards realization of the export proceeds, subject to obtaining	1. Inward remittance advice / SWIFT / FIRC particulars 2. Export reference 3. Invoice 4. Purpose code

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	the necessary internal approvals, if any, validation of the underlying export and simultaneous updating or closure of the EDPMS record	5. Contract, if advance Bank may require one or more of the above-mentioned documents, and/or information thereof.

A2. Export Advance
Goods & Software Exports

Product / Process	Key Conditions	Minimum Documents
Export advance inward receipt	1. Advance and subsequent export realization should be through same AD unless change intimated 2. Interest payable on advance received against export shall not exceed all-in-cost ceiling in terms of the Foreign Exchange Management (Borrowing and Lending) Regulations, 2018, as amended from time to time.	1. Self-declaration / disposal instructions 2. Contract period details
Refund on export advance	1. Genuine commercial reason 2. IRM balance in EDPMS & DGFT 3. Refund to actual remitter unless third-party conditions meet 4. CA certificate that total returned/closed advances in CY <10% of export turnover. 5. Refund cases would be evaluated for compliance with FEM (Borrowing and Lending Regulations), 2018 (as amended from time to time)	1. Request letter 2. Form A2 3. Underlying contract/PO/proforma invoice 4. CA certificate 5. Undertaking on incentives 6. Undertaking on no ED/CBI investigation 7. Buyer correspondence / cancellation evidence 8. NOC if refund to third party. 9. Relevant documents for third party arrangements.
Closure / write-off of export advance	1. No export made and refund not possible 2. IRM balance available	1. Request letter 2. Underlying contract 3. CA certificate 4. Undertaking on incentives 5. Undertaking no investigation 6. Buyer correspondence / cancellation evidence. 7. Reason/ rationale for no exports and no refunds.

Service Exports (excl. Software)

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Product / Process	Key Conditions	Minimum Documents
Export advance inward receipt	Advance and subsequent export realization should be through same AD unless change intimated	1. Self-declaration / disposal instructions 2. Service contract, purchase order or statement of work. 3. Expected date of service delivery or invoicing.
Delay in service delivery/EDF submission	Extension may be considered where service delivery, EDF submission or receipt of residual proceeds is delayed, and it is subject to relevant due diligence by the AD bank	1. Self-declaration / disposal instructions 2. Reason for delay 3. Expected service delivery or invoice date 4. Buyer correspondence and CA certificate for requests beyond 2 years from IRM generation, where required.
Refund on export advance	1. Genuine commercial reason 2. IRM balance in EDPMS & DGFT 3. Refund to actual remitter unless approved third-party arrangement applies 4. CA certificate that total returned/closed advances in CY <10% of export turnover	1. Request letter 2. Form A2 3. Underlying contract/PO/proforma invoice 4. CA certificate 5. Undertaking on incentives 6. Undertaking on no ED/CBI investigation 7. Buyer correspondence / cancellation evidence 8. NOC if refund to third party. 9. Relevant documents for third party arrangements.
Closure / write-off of export advance	1. No export made and refund not possible 2. IRM balance available	1. Request letter 2. Underlying contract 3. CA certificate 4. Undertaking on incentives 5. Undertaking no investigation 6. Buyer correspondence / cancellation evidence 7. Reason/ rationale for no exports and no refunds.

A3. Export Extension / Reduction / Small Value Closure
Goods & Software Exports

Product / Process	Key Conditions	Minimum Documents

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Export bill extension	From the date of shipment for export of goods/ date of invoice for export of software/ date of sale from warehouse for Consignment Exports 1. Up to 2 years: request + reasons 2. >2 to 4 years: add buyer correspondence + CA certificate 3. Beyond 4 years not permitted	1. Request/self-declaration 2. Reason for delay 3. Expected realization date 4. For >2 years buyer correspondence + CA certificate
Reduction in export value	1. Must be bona fide and close corresponding EDF/invoice 2. Up to 10%: request + declaration + incentive reversal confirmation+ documents 3. >10% and <100%: add buyer correspondence 4. 100% / write-off: insolvency / non-traceability / non-response / other bona fide evidence	Documents as per the permitted reasons on a case-to-case basis along with the customer request letter. Permitted reasons: 1. Short Shipment 2. Destroy in Testing 3. Lost in Transit 4. Re-Import of Unsold Items 5. Re-Import of Finished Items 6. Free of Cost Goods 7. Cash discount for early payments 8. Price renegotiation 9. Quality – dispute or rejection 10. Trade discounts or rebates 11. Freight and insurance adjustments 12. Commercial disputes settled at lower amount 13. Agency commission adjustment 14. Write-off on account of buyer's protracted default or insolvency 15. Destruction/Confiscation 16. Insurance/ECGC settlement 17. Others – reasons to be specified
Small value export closure	1. Original EDF value up to INR 10 lakh equivalent	1. Customer declaration in prescribed format 2. Invoice & EDF details 3. Inward remittance / IRM details

Service Exports (excl. Software)

Product / Process	Key Conditions	Minimum Documents
Extension of Export Service Realization	From the date of invoice for export of service 1. Up to 2 years: request + reasons 2. >2 to 4 years: add buyer correspondence + CA certificate	1. Request/self-declaration 2. Reason for delay 3. Expected realization date

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	3. Beyond 4 years not permitted	4. For >2 years buyer correspondence + CA certificate
Reduction in export value	1. Must be bona fide and close corresponding EDF/invoice 2. Up to 10%: request + declaration + incentive reversal confirmation 3. >10% and <100%: add buyer correspondence 4. 100% / write-off: insolvency / non-traceability / non-response / other bona fide evidence	1. Up to 10%: request + declaration + incentive reversal confirmation + Underlying reason/ rationale backed by documentation. 2. >10% and <100%: buyer correspondence. Documents as per the permitted reasons on a case to case 3. 100% / write-off: insolvency / non-traceability / non-response / other bona fide evidence
Small value export closure	1. Original EDF value up to INR 10 lakh equivalent	1. Customer declaration in prescribed format 2. Invoice & EDF details 3. Inward remittance / IRM details

A4. Export Outward Remittances

Product / Process	Key Conditions	Minimum Documents
Refund of export proceeds	1. Allowed after export realized and closed in EDPMS 2. Goods to be re-imported/destroyed within prescribed period 3. Incentives to be surrendered	1. Request letter including reason 2. Form A2 3. Undertaking on genuineness/no investigation 4. Overseas claim/invoice 5. EDF & IRM details 6. NOC if third party 7. DGFT/Customs confirmation on incentives 8. BoE/destruction evidence/undertaking 9. CA certificate confirming that total Advance returned in the calendar year is < 10%
Other Export claims	1. Associated export proceeds fully realized and EDF settled 2. Incentives surrendered	1. Request letter including reasons 2. Form A2 3. Undertaking on genuineness/no investigation 4. Overseas claim/invoice 5. EDF & IRM details 6. NOC if third party 7. DGFT/Customs confirmation

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Agency commission on exports	1. May be deducted/remitted separately if declared on EDF 2. If not declared, justification + agency agreement required	1. Request letter 2. Form A2 3. Form 145/146 4. Undertaking on genuineness/no investigation 5. Commission invoice 6. EDF details 7. Agency agreement / justification if not declared

A5. Special Export Cases
Goods & Software Exports

Product / Process	Key Conditions	Minimum Documents
Nil-value / no-FX export EDF support	1. No GR/EDF waiver to be issued 2. NIL EDF to be filed	1. Customer request 2. EDF with NIL value 3. Invoice/proforma showing NIL/FOC/returnable nature 4. BoE if re-import occurs
Warranty exports		1. Customer request 2. Evidence of EDPMS/IDPMS / shipping bill / BoE 3. Warranty/contract docs 4. Linkage to original supply 5. Export documents
Overseas warehouse exports	1. Goods remain property of exporter till sold 2. Realization within 9 months from date of sale 3. If unsold, re-import or extension	1. Before export: request, warehouse/agent agreement, undertaking 2. At shipment: shipping bill, fair value invoice, packing list, transport doc 3. After sale: sale invoice, IRM/credit advice, sales/stock statement 4. Extension docs as applicable
Export on lease / hire basis	1. FTP permissibility 2. Rationale 3. Lease structure review 4. EDPMS traceability	1. Customer request 2. Lease/hire agreement 3. Third-party valuation 4. CA certificate 5. Overseas confirmation 6. Standard declaration 7. Supporting lease documents

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Service Exports (excl. Software)

Product / Process	Key Conditions	Minimum Documents
Export service cancellation or termination	1. Support cancellation with bona fide commercial reasons. 2. Refund any advance or follow the applicable closure/write-off process. 3. Incentives or benefits to be surrendered	1. Customer request. 2. Contract or statement of work. 3. Cancellation/termination correspondence. 4. EDF, invoice and IRM details. 5. Refund evidence or write-off request, where applicable.
Export service milestone or partial delivery	1. Identify completed milestones and amounts invoiced or received. 2. Reconcile the transaction to the contract, invoice, EDF and inward remittance.	1. Customer request. 2. Contract or statement of work. 3. Milestone certificate, time sheets or acceptance evidence. 4. Invoice. 5. EDF and IRM details.

B. Import Transactions

B1. Import Advance

Goods and Software Exports

Product / Process	Key Conditions	Minimum Documents
Import advance remittance	1. No overdue advance ORM (beyond contract or extended period) unless further advance backed by unconditional irrevocable SBLC/BG from bank of international repute 2. Advance not permitted for gold/silver 3. Rough diamonds require GJEPC recommendation + Kimberley certificate	1. Customer request cum FEMA declaration 2. Contract/proforma invoice/accepted PO showing advance term and shipment date 3. SBLC/BG where threshold exceeded 4. Sector approvals where applicable
Thresholds	1. Up to USD 2 million where shipment up to 1 year (USD 200k for Business Banking) without SBLC/BG 2. Above threshold or shipment >1 year: SBLC/BG required unless waived by Business Segment Head	1. As above plus SBLC/BG
Software import advance	1. Additional tax / purpose code requirements	1. Form A2 with purpose code S0807 2. Declaration on SAC 998434 3. Acknowledged Form 145 & 146

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Service Imports (excl. Software)

Product / Process	Key Conditions	Minimum Documents
Import advance remittance	1. Payment must be made within the contractual payment period. 2. The invoice must identify the supplier, service, value, currency and payment terms. 3. The customer must provide the applicable purpose code and SAC where required. 4. IDPMS must be updated simultaneously with ORM creation or other applicable reporting action. 5.Advance and subsequent Import should be through same AD Bank unless change intimated to both the banks.	1. Customer request cum FEMA declaration 2. Service contract, purchase order or statement of work 3. SAC and purpose code 4. Tax documents or withholding-tax evidence, where applicable 5. Import service declaration 6. ORM and IDPMS details, where applicable
Thresholds	1. Up to USD 2 million and service delivery period up to 1 year/ Business Banking up to USD 200,0000. 2. Above USD 2 million, or service delivery period beyond the applicable threshold/ Business Banking: above USD 200,000	1. Customer request, FEMA Declaration. Contract/PO/ and expected service delivery date; Confirmation that there are no outstanding unregularized import advances 2. Documents listed above plus Additionally, BG/SBLC from a bank of international repute, unless waived under the applicable approval matrix; third party information report.

B2. Import Advance Extension / Settlement / Closure
Goods & Software Export

Product / Process	Key Conditions	Minimum Documents
Extension of shipment period against advance	1. Up to 3 years from first advance 2. Beyond 3 years not permitted	1. Customer request 2. Client undertaking 3. Reasons for delay 4. Revised contract
Settlement of advance	1. Customer to submit import details and BoE 2. BoE should be after ORM date unless exception approved basis bonafides of	1. Import details 2. Bill of Entry details

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	the transaction and underlying reasons/ documents shared.	
Repatriation / closure of ORM	1. If import not materialized, advance to be repatriated 2. If non-repatriation closure sought, request within 3 years with reasons and evidence	1. Request letter 2. Supplier correspondence / evidence 3. Reason for inability to repatriate 4. CA certificate confirming that total Advance returned in the calendar year is < 5%

Service Exports (excl. Software)

Product / Process	Key Conditions	Minimum Documents
Import advance overdue	Where an advance remains unregularized beyond the contractual or extended service-delivery period, future import advances may require an unconditional and irrevocable SBLC or guarantee from a bank of international repute, or other acceptable security	Customer request, details of overdue advance Supplier correspondence Service contract Evidence of service receipt, refund or closure ORM/IDPMS reference; evidence of repatriation, if completed
Extension of service delivery period	Extension may be considered where the Bank is satisfied with the reason for delay. The maximum extension permitted by the Bank is up to three years from the advance remittance date. No further extension will be granted by the Bank beyond three years from the advance remittance date	Customer request. Reason for extension or delay, such as change in contract terms, financial difficulty, commercial dispute or other reason. Revised contract or equivalent document. Revised service-delivery or milestone schedule.
Settlement of import advance against services received	The importer must submit details of the services received and the corresponding invoice. The advance must be reconciled against the invoice, service-delivery evidence and ORM details. IDPMS must be updated or closed simultaneously with the applicable ORM action, subject to successful validation.	Customer request Service contract or purchase order. Service acceptance, milestone certificate, time sheets or other evidence of service delivery, where required. ORM details. Purpose code and SAC, where applicable.
Repatriation/ Closure of ORM	If import not materialized, advance to be refunded.	Request letter stating the reason for inability to receive the service or obtain a refund.

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	If non repatriation closure sought, request within 3 years with reasons and evidence	Service contract, purchase order or proforma invoice. Supplier correspondence. Evidence of supplier insolvency, non-traceability, non-responsiveness, cancellation or other bona fide reason. Confirmation regarding the importer's track record where total import advances not returned in the calendar year are less than 5% of total import turnover, supported by a Statutory Auditor/Chartered Accountant certificate where required. ORM and IDPMS details.

B3. Import Post Shipment / Payment
Goods & Software Export

Product / Process	Key Conditions	Minimum Documents
Open account import payment	1. Payment within contract period 2. Beyond 180 days subject to TC/ECB guidelines. 3. BoE details required if available or undertaking if goods are in transit	1. Customer request cum FEMA declaration 2. Commercial invoice 3. Transport document 4. BoE details / undertaking 5. Software: Form A2 S0807, declaration, Form 145/146 Bank may require one or more of the above-mentioned documents, or information thereof.
DC / Non-DC / Warehouse bill payment	1. BoE verification mandatory before payment unless goods are in transit / technical rejection / approved exception	1. Bill documents as per LC/collection/open account 2. BoE details 3. Customer undertaking where applicable Bank may require one or more of the above-mentioned documents, or information thereof.

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Delayed import payment	1. Allowed with or without interest (interest for delay payments allowed upto three years). 2. Interest subject to TC/ECB and all-in-cost ceiling in terms of the Foreign Exchange Management (Borrowing and Lending) Regulations, 2018, as amended from time to time.	1. Customer rationale / extension request 2. Invoice 3. BoE 4. Supporting evidence Bank may require one or more of the above-mentioned documents, or information thereof.

Services (excl. Software)

Product / Process	Key Conditions	Minimum Documents
Import service payment	Payment within the contractual period; IDF submitted with the payment instruction; IDPMS updated with ORM; applicable tax and withholding requirements met.	1. Customer request and FEMA declaration 2. Supplier invoice 3. Contract/PO/SOW 4. IDF (Import Declaration Form of Bank) 5. Purpose code and SAC, where applicable 6. Service-delivery evidence, where required 7. Tax documents, where applicable.
Milestone or partial service payment	Payment linked to a completed or contractually payable milestone and reconciled to the contract and invoice.	1. Customer request 2. Supplier invoice; contract/PO/SOW 3. Milestone or acceptance evidence 4. IDF
Delayed import service payment	Extension supported by reasons; applicable trade-credit/ECB reporting completed; interest compliant with regulations. Delayed import payments beyond three years without interest may be made, subject to applicable requirements or regulatory approval	1. Customer request 2. Self-declaration 3. Supplier correspondence 4. Revised due date; contract amendment, where applicable; 5. Invoice and ORM/IDPMS details 6. CA certificate, where required.

B4. Import Extension / Reduction / Small Value Closure

Product / Process	Key Conditions	Minimum Documents
Extension of settlement timeline	1. Up to 2 years from shipment/invoice: request + undertaking + reasons	1. Customer request cum FEMA declaration

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	2. >2 to 4 years: additional documents required - supplier correspondence + CA certificate 3. Beyond 4 years not permitted	2. Revised due date 3. Undertaking 4. Reasons 5. For >2 years supplier correspondence + CA certificate
Reduction in import value	1. Must be bona fide and close corresponding BoE/IDF	1. Up to 25%: Customer Request • Self- Declaration in the prescribed format of the Bank. • Reasons for Reduction: Bank charges, Trade discounts, quality/quantity issues, Re-export, any other reason with reason to be specified. • Evidence of Import Payment (ORM details) for the reduced value. Customer Request 2. Greater than 25% Customer Request • Self- Declaration in the Bank's prescribed format • Reasons for Reduction (Trade discounts, quality/quantity issues Re-Export, any other reason with reason to be specified). • Evidence of Import Payment (ORM details) for the reduced value. • Documentary evidence is furnished indicating (a) correspondence with the Supplier, evidencing the reasons for reduction. In case of 100% reduction in BoE, Importer to share evidence of a. Overseas Supplier has been declared insolvent or b. Overseas Supplier is not traceable or is non-responsive over a reasonable period. c. any other bonafide reason leading to 100% reduction (including write off) on BoE value
Small value import closure	1. Original BoE/invoice value up to INR 10 lakh equivalent	1. Customer declaration in prescribed format

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		2. ORM details (for part closure)

B5. Special Import Cases

Product / Process	Key Conditions	Minimum Documents
High Sea Sales	1. BoE in name of HSS buyer and should evidence original importer	1. Commercial invoice 2. HSS invoice/agreement if value differs 3. Transport document 4. BoE
Payment against Project Exports (PEM)	1. During validity of PEM and subject to PEM conditions	1. Standard import payment docs + PEM approval / extension details
Payment against Deemed Exports (DEM)	1. As per deemed export framework	1. Standard import payment docs + Bill of Export / Indra SEZ certificate / other applicable docs
Third-party imports	1. Third-party details to be evidenced in invoice/BoE or tripartite agreement / declaration	1. Customer request 2. Invoice / PO / BoE mentioning third party or tripartite agreement or justification Bank may require one or more of the above-mentioned documents, or information thereof.
Import on lease basis	1. Operating lease under FEMA 23R 2. Financial lease under ECB / borrowing rules	1. Standard import docs + lease agreement
Gold / silver imports	1. No advance remittance permitted	1. Post-shipment / LC / collection documents only
Rough diamonds	1. Enhanced due diligence	1. GJEPC recommendation + Kimberley Process Certificate

C. Common / Cross-product Transactions

C1. Third Party Transactions

Transaction Type	Conditions	Documents
Export third-party receipt	Allowed in approved scenarios such as parent/subsidiary/group company,	Customer request, self-declaration, export invoice & EDPMS details, reason

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	treasury arrangement, agent/intermediary, factor, end-customer, buyer's bank, name mismatch	for third-party receipt; agreement if outside standard scenarios
Import third-party payment	Allowed in approved scenarios such as parent/subsidiary/group company, treasury arrangement, agent/intermediary, factor, name mismatch	Customer request, self-declaration, import invoice & IDPMS details, reason for third-party payment; agreement if outside standard scenarios

C2. Set-off between Exports and Imports

Type	Conditions	Documents
Bilateral / Multilateral set-off	1. Same overseas party or group/associate companies 2. Within export realization / import payment period 3. No third party 4. Bank to be satisfied on genuineness	1. Client request 2. Set-off agreement / correspondence 3. CA certificate 4. Self-declaration on FEMA compliance and no investigation 5. Export docs + EDPMS entries 6. Import docs + IDPMS entries 7. Relationship proof where applicable 8. Board resolution where required

C3. International Trade Invoicing and Settlement in Indian Rupees (INR)
Goods and Software Exports

Type	Conditions	Documents
An overseas bank (correspondent to the Indian exporter's/importer's trading partner) opens a Special Rupee Vostro Account (SRVA) with an AD Category-I bank in India. The Indian exporter invoices the overseas buyer in INR; the buyer's bank remits INR into the SRVA, and the Indian AD credits the exporter's account from that balance. For imports, the AD debits the SRVA to pay the overseas supplier's rupee balance. The exchange rate for the underlying trade is market-determined, and surplus SRVA balances may be used for other	The standard Regulation 3/4/18 process applies unchanged — the EDF/shipping bill is filed as usual, with the invoice currency marked as INR, and the EDPMS entry is closed once the AD receives the SRVA credit and passes it through to the exporter's account, mirroring the standard Regulation 4(2) mechanism. The realization period for such INR-invoiced/settled exports is 12 months under the proviso to Regulation 5(1).	The same underlying trade documents as any export/import — commercial invoice (denominated in INR), the export/import contract, and the shipping bill/EDF or Bill of Entry — together with confirmation that the overseas buyer's/supplier's bank maintains an active SRVA arrangement with an Indian AD.

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permissible current and capital account transactions, including short-term investment, under the Foreign Exchange Management (Deposit) Regulations, 2016 and the AD's SRVA arrangement.		

Service (excl. Software)

Type	Conditions	Documents
Exports invoiced and/or settled in INR	1. Transaction must comply with the extant RBI framework for international trade settlement in INR. 2. The invoice must clearly identify INR as the settlement currency. 3. The applicable export realization period is 12 months from the invoice date, subject to extant RBI guidelines. 4. EDF and EDPMS processes apply as applicable	1. Customer request. 2. Commercial invoice denominated in INR. 3. Service contract, purchase order or statement of work. 4. EDF details. 5. Settlement confirmation 6. Any other documents or information required by the Bank.
Service imports settled in INR	1. Transaction must comply with the extant RBI framework for international trade settlement in INR. 2. The customer must provide the invoice, contract and applicable payment information. 3. IDF and IDPMS processes apply as applicable	1. Customer request. 2. Commercial invoice denominated in INR. 3. Service contract, purchase order or statement of work. 4. IDF/ ORM 5. Any other documents or information required by the Bank.

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C4. Merchanting Trade Transactions (MTT)

Product / Process	Key Conditions	Minimum Documents
MTT – all scenarios	1. Goods must not enter India 2. Both legs through same AD 3. Inward/outward gap not >6 months 4. Shipment within 9 months from first remittance 5. One-to-one matching required	1. Request letter 2. Matching annexure 3. Confirmation of first leg / previous reference 4. Seller contract/PO/PI 5. Buyer contract/PO/PI 6. Invoices for both legs 7. Transport document showing direct movement 8. FTP permissibility confirmation
Import advance first	1. Advance restricted to USD 200k excluding Business Banking 2. Above threshold / BB requires SBLC/BG	1. Above docs + SBLC/BG where applicable
Extension	1. Maximum extension up to 12 months between inward and outward remittance	1. Written request 2. Reason for delay 3. Supporting evidence 4. Revised schedule
Reduction / write-off / loss	1. Case-by-case with bona fides and business approval	1. Request letter 2. Supporting evidence 3. Revised contracts/invoices 4. CA certificate where applicable
Third-party MTT	1. Requires arrangement evidence	1. Request letter 2. Tripartite agreement / documentary evidence

C5. Factoring

Product / Process	Key Conditions	Documents
Factoring	1. Factoring must comply with the Factoring Regulation Act, 2011, applicable FEMA/RBI requirements and registration of assignment through CERSAI. 2. The Bank must conduct due diligence on the receivables portfolio	1. Receivable Purchase Agreement with the Seller, including the factoring variant, recourse events, terms and conditions. 2. Notice of Assignment to the Buyer(s). 3. Letter of Disclaimer to other working-capital banks of the Seller. 4. Board Resolution.

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	before approval and undertake ongoing monitoring during the facility. 3. With-recourse factoring: the Bank purchases receivables and provides discounted proceeds before the invoice due date; the Bank has full recourse to the Seller if the Buyer fails to pay. 4. Limited/without-recourse factoring: the Bank assumes the Buyer's payment risk for insolvency or protracted delay, subject to the facility terms. Recourse may remain for seller non-performance, commercial disputes, fraud or breach of representation / warranties. 5. Trade Credit Insurance may be obtained by the Bank or relied upon where the Seller's policy is acceptable to the Bank, subject to applicable IRDAI guidelines. 6. The Bank does not offer Import Factoring as on date.	5. Receivables portfolio and supporting invoices. 6. Trade Credit Insurance policy, where applicable. 7. CERSAI registration/assignment records. 8. Any other documents required by the Bank.

C6. Project Exports (PEM)

Product / Process	Key Conditions	Documents
Project Exports (PEM)	1. Covers export of engineering goods on deferred-payment terms and turnkey projects/civil construction contracts abroad, including process and engineering consultancy and project construction items, excluding steel and cement. 2. Export proceeds must be realized and repatriated as per the contract terms, rather than the standard export realization period. 3. The exporter must submit the Customer Request Letter (CRL) and required documents to the AD Bank within 30 days of entering into the contract. Delay requires reasons and may be condoned at the Bank's discretion. 4. The Bank will review the proposal and issue the PEM approval/project reference number within 7 working days of receiving a complete request. 5. The Bank must be satisfied regarding the project's genuineness, technical feasibility, economic viability, contract terms, milestones, financing, guarantees, subcontractors and overseas arrangements.	**Project onboarding:** 1. Customer Request Letter/CRL. 2. Contract extract or Letter of Award. 3. Cost, revenue and profitability projections. 4. Payment schedule and project milestones. 5. Guarantee/bond details, where applicable. 6. Subcontractor/sub-supplier and consortium details. 7. Overseas FCY account and office details. 8. Details of facilities, EXIM Bank/ECGC cover and overseas borrowings. **Ongoing monitoring:** 1. PEM change request and revised contract extracts for material changes. 2 2. Half-yearly progress reports. 3. Intimation for overseas surplus deployment.

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	6. Material changes to contract value, scope, profitability, losses, penalties or other key terms require a PEM change request and Bank approval. 7. Half-yearly progress reports are required. Temporary overseas surplus may be invested in short-term instruments with maturity of one year or less, subject to intimation to the AD Bank. 8. A completion report and closure pack must be submitted within one month of project completion.	4. Third-party payment documents, including request, contract/invoice evidence or tripartite agreement and due-diligence information. **Closure:** 1. Completion/handing-over certificate. 2. Overseas bank account closure certificate. 3. Remittance statement and repatriation certificates. 4. Tax clearance/no-liability confirmation. 5. Bill of Entry for re-import of machinery, where applicable. 6. Certified project income-and-expenditure statement and profit-and-loss account. 7. Termination/settlement documents and certified accounts for loss or early termination.

2. Timelines for Processing

2.1 Regulatory / Transaction Timelines

Process	Timeline
Export realization – regular exports	9 months from shipment date (goods) / invoice date (software/services)
Export realization – warehouse exports	9 months from date of sale from overseas warehouse
Export realization – INR invoiced/settled exports	12 months from shipment date (goods) / invoice date (software/services).
Export realization – project exports	As per contract terms
Export bill lodgement submission	Immediately on shipment; no later than 15 days before invoice due date
Software EDF submission	Within 30 days from end of invoicing month / as applicable
Services (excl. Software) EDF submission	EDF to be submitted at the time of export of services or, at the latest, by the export realization date. Credit before EDF submission is subject to case-by-case review, necessary approvals and submission within the approved timeframe (10 working days).

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Import payment	Within contract period
Import payment beyond 180 days	Subject to Trade Credit / ECB framework
Import advance shipment period	As per contract; internal threshold up to 1 year, extension (at bank's discretion) up to 3 years from first advance
Import payment extension	Up to 4 years from shipment/invoice; beyond 4 years not permitted
Export bill extension	Up to 4 years from shipment/invoice/date of sale; beyond 4 years not permitted
MTT inward/outward remittance gap	Max 6 months, extendable up to 12 months
MTT shipment completion	Within 9 months from first remittance
Refund of export proceeds – re-import/destruction	Re-import/destruction immediately and not later than 3 months after refund
Request for closure of non-repatriated import advance	Within 3 years from remittance date

2.2 Internal Processing Timelines / Service Standards

Process	Timeline
Import remittance + IDPMS update (goods/services)	Within 2 working days of complete request
Import advance payment execution	Same day if before cut-off, else next working day
Import advance payment incl. IDPMS reporting	Within 2 working days
Import due date extension / IDPMS update	Within 5 working days
Import reduction / IDPMS update	Within 5 working days
Import advance shipment extension / ORM extension	Within 5 working days
Export inward remittance – advance	Same working day if before cut-off
Export inward remittance – proceeds	Same working day if before cut-off
Export bill lodgement + EDPMS reporting	Within 5 working days
Services (incl. Software) EDF attestation	Within 5 working days
Export extension / EDPMS update	Within 5 working days
Export reduction / EDPMS update	Within 5 working days

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Export advance closure / write-off	Within 5 working days
Merchanting Trade	The bank shall simultaneously close or update the respective entry in EDPMS and IDPMS for Merchanting Trade Transactions (MTT) after making the receipt and payment for both legs of the MTT.

2.3 Product-specific Approval Triggers

Product / Scenario	Approval Trigger
Import advance above threshold without SBLC/BG	Business Segment Head approval, case-by-case
Import advance settlement where BoE date precedes ORM date	Approval as per exception matrix / approval matrix
Import payment without BoE except permitted scenarios	Approval as per approval matrix
Closure of import advance due to non-repatriation beyond 3 years	Approval as per matrix / exception approval
Export advance refund / closure exceptions	Case-by-case approval as per approval matrix
Export reduction / write-off / import reduction / write-off exceptions	As per delegated approval matrix
MTT reduction / write-off / closure at loss	Business Segment Head approval
MTT exceptions beyond standard timelines	As per approval matrix
Transactions under investigation / ED / CBI / other agencies	NOC / escalation required before processing
High-risk / unusual / sanctions-sensitive transactions	Escalate under AML / sanctions / compliance framework

3. Unrealized exports

1. If export proceeds remain unrealized beyond one year from the original due date or the extended period allowed by the Bank, further exports to the same buyer must be undertaken only against full advance payment or an irrevocable Letter of Credit (LC).
2. The restriction is removed once the unrealized amount is regularized through full realization and repatriation, or through an approved reduction/write-off and closure of the corresponding EDPMS entry under Regulation 6.
3. Any reduction/write-off request must be supported by bona fide reasons and relevant evidence. Where applicable, benefits or incentives availed against the export must be returned.
4. Where export proceeds remain unrealized, the condition that further exports should be undertaken only against full advance or an irrevocable Letter of Credit, as applicable under Regulation 13, will apply only to future export transactions between the specific exporter and the specific overseas buyer responsible for the unrealized export proceeds.

4. Export Caution List

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Provided that the exporters in the Caution List, as on September 30, 2026, as per orders issued by the Reserve Bank under Regulation 16 of the Foreign Exchange Management (Export of Goods & Services) Regulations, 2015, shall continue to be governed by the said order till such time the exporter is removed from the Caution List.

5. Small Value Export Closure Format

Small%20Value%20Bill%20Closure%20For

6. Abbreviation

ACK	Acknowledgement		**FTW/Z**	Free Trade and Warehousing Zone		**GR**	Guaranteed Remittance
ACU	Asian Clearing Union		**FX**	Forex		**SDF**	Self-Declaration Form
AD	Authorized Dealer		**GSTN**	Goods and Service Tax Network		**LEO**	Let Export Order
AIC	All-in-Cost		**IARR**	Alternative Reference Rate		**OOC**	Customs Out of Charge
AML	Anit Money Laundry		**IBC**	Collection Bills		**e-OoC**	Electronic Transmission of Out of Charge copy of Bill of Entry
AMP	Average Maturity Period		**IEC**	Import Export Code		**DPN**	Demand Promissory Note
AO	Assessing Officer / Authorizing Officer		**IFSC**	International Financial Services Centre		**e-Gate pass**	Electronic Transmission of E- Gate pass
BAC	Bill against acceptance		**INR**	Indian Rupees		**EXW**	Ex-works
BAP	Bill against Payment		**IOSCO**	International Organization of Securities Commissions		**FCA**	Free Carrier
BD / CG	Business Development / Customer Group		**IRDAI**	Insurance Regulatory and Development Authority of India		**FAS**	Free Alongside Ship
BG	Bank Guarantee		**IRM**	Inward Remittance		**FOB**	Free On Board
BOE	Bill of Entry		**JV**	Joint Venture		**CFR**	Cost & Freight
BR	LC sight Bills		**LC**	Letter of Credit		**CIF**	Cost, Insurance & Freight
BRC	Bank Realization Certificate		**LEA**	Law Enforcement Agency		**CPT**	Carriage Paid To
CBI	Central Bureau of Investigation		**LIBOR**	London Interbank Offered Rate		**CIP**	Carriage & Insurance Paid To
CG	Customer Group		**LIN**	Loan Identity Number		**DAP**	Delivered at Place
CIO	Advance Remittance		**LOB**	Line of Business		**DPU**	Delivered at Place Unloaded
CIRP	Corporate Insolvency Resolution Process		**LRN**	Loan Registration Number		**DDP**	Delivered Duty Paid
CRD	Centralized Reporting Desk		**MC**	MICROCOM		**FOC**	Free of Cost
CRM	Credit Risk Management		**MO**	Middle office		**GTS**	Global Trade Solutions
CSM	Customer Service Managers		**MT**	Merchant Trade		**FIM**	Functional Instructions Manual
D&B	Dun & Bradstreet		**NBFC**	Non-Banking Financial Company		**GOP**	Group Operational Procedure
DAL	Kolkata GTRF		**OFAC**	Office of Foreign Assets Control		**EC**	Electronic Commerce
DC	Documentary Credit		**ORM**	Outward Remittance		**EDI**	Electronic Data Interchange
DGFT	Directorate Generale of Foreign Trade		**PAN**	Permanent Account number		**TC**	Trade Credit
DIN	Direct Identification Number		**PCFC**	Packing Credit Foreign Currency		**TT**	Telegraphic Transfer
DMT	Digicom (Vendor service)		**RBI**	Reserve Bank of India		**USD**	United States Dollar
DOE	Directorate of Enforcement		**SB**	Shipping bill		**VAT**	Value Added Tax
DPB	LC issuance		**SBDC**	Stand By Documentary Credit		**WDM**	Workflow Data Management
DRI	Directorate of Revenue Intelligence		**SBLC**	Stand By Letter of Credit		**WOLF**	Worldwide Online Filtering System
DSM	Department of Statistics and Information Management		**SDN**	Specially Designated Nationals		**WOS**	Wholly Owned Subsidy
DTA	Domestic Tariff Area		**SEBI**	Securities and Exchange Board of India		**XBRL**	Extensible Business Reporting Language
ECA	Export Credit Agency		**SEBI**	Securities and Exchange Board of India		**ICEGATE**	Indian Customs Electronic Gateway
ECB	External Commercial Borrowings		**SEZ**	Special Economic Zone		**EU**	European Union
ECNOS	Export Credit Not Otherwise Specified		**SI**	Special Instructions		**FATF**	Financial Action Task Force
ED	Enforcement Directorate		**SIDBI**	Small Industries Development Bank of India		**FCCB**	Foreign Currency Convertible Bond
EDI	Foreign Direct Investment		**STPI**	Software Technology Parks of India		**FCEB**	Foreign Currency Exchangeable Bond
EHTP	Electronic Hardware Technology Parks		**STT Form**	Straight Through Template Form		**FCY**	Foreign Currency
EO	Examining Officer		**SWIFT**	Society for Worldwide Interbank Financial Telecommunication		**FEMA**	Foreign Exchange Management Act
EOU	Export Oriented Unit		**EPCG**	Export Promotion Capital Goods		**EPZ**	Export processing Zone
SAC	Service Application Code		**SFG**	Sterling File Gateway			

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