Summary of FX Services for Customers

Cross Border – Current Account

Process / Service	Documents required	Charges	Time for approval / processing	Approving Authority	Authority for appealing against rejection / delay	Link of bank's website where the document / information is hosted
Advance remittance for exports	**Indicative documentation:** 1. Disposal instruction with FEMA related declaration 2. In case part advance remittance has been routed through another bank and subsequent remittance is to be routed through HDFC Bank, then a letter from the exporter to both the Banks intimating the change of the Bank and the details of the remittance will be required. 3. Any additional document required depending on the underlying transaction.	NIL	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Export and Import of Services, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Policy-and-Operational-Framework-Export-and-Import-for-Goods-and-Services-under-FEMA-23-R.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

Export regularisation	**Indicative documentation:** 1. Commercial Invoice, 2. Transport documents (Bill of Lading/Airway bill/Rail Receipt etc.), 3. Details of Shipping bill/copy of Shipping Bill (for goods), 4. Export Declaration Form (EDF*) for services (applicable in case Bank is the Specified Authority): a. For resident individuals Export Declaration Form (EDF) will be deemed submitted basis the information provided in the Disposal Instruction (i.e. separate EDF is not required to be submitted). b. Non-individual exporters must submit EDF only for inward remittances exceeding INR 10 lakh. ***Time period for EDF submission:** a. For export of service (software): Within 30 days from the end of the month in which invoice has been raised. b. For export of service (other than software): Within 30 days from the end of the month in which invoice has been raised or on or before the date of receipt of payment. 5. At the time of inward receipt, exporter to provide disposal instruction for crediting the account, alongwith relevant purpose code details,	Commission: 0.0625% - Min INR 1000 + INR 100 per shipping bill/Softex/ Invoice	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Export and Import of Services, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Policy-and-Operational-Framework-Export-and-Import-for-Goods-and-Services-under-FEMA-23-R.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

	6. In case inward remittance is received from a 3rd party other than its overseas buyer, then details of 3rd party should be mentioned on the Export Declaration Form and other documentary evidence such as Tri-partite agreement, invoice/contract copy with details of 3rd party, etc. should be provided. 7. In case advance remittance has been routed through another bank and subsequent remittance is routed through HDFC Bank, then a letter from the exporter to both the Banks intimating the change of the Bank and the details of the remittance will be required.					
Project exports	**Indicative documentation:** 1. Exporter to intimate Bank on or before handling the project export transaction, 2. Request letter as per Bank's standard format, 3. Export contract/Letter of Award	Charges for Project Export Approvals: INR 5,000	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Export and Import of Services, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Policy-and-Operational-Framework-Export-and-Import-for-Goods-and-Services-under-FEMA-23-R.pdf

Summary of FX Services for Customers

						For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Export Bill Collection / Letter of Credit, DA or DP	**Indicative documentation:** 1. Application form / request letter 2. Commercial Invoice 3. Transport Document (AWB/BL/Courier Receipt) 4. Shipping Bill or SOFTEX details / Copy of Shipping Bill (For Goods/Software) 5. Evidence of service delivery (if applicable) 6. Insurance Certificate (for CIF shipments) 7. Packing List (if required by importer / under LC) 8. Draft/Bill of Exchange (if required by importer / under LC) 9. Certificate of Origin (if required by importer / under LC) 10. Any additional document as per regulatory / commercial requirement	Commission: 0.0625% Min INR 1,500SWIFT : INR 1000 (if applicable) Courier : Charged as per region of dispatch (Min INR 1800, Max INR 3500 plus taxes as applicable)	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Export Bill Purchase / Discounting / Negotiation	**Indicative documentation:** 1. Bank's export application form / request letter 2. Documents listed under "Export Bill Collection". 3. Any additional document regulatory / commercial requirement.	Commission: 0.1%, min INR 2,000 SWIFT/Courier : INR 1,000	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf

Summary of FX Services for Customers

					lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Advance remittance for imports	**Indicative documentation:** 1. Request letter as per Bank's standard format, 2. Purchase Order / copy of agreement / proforma invoice, 3. Form 145-146 (for services), 4. Bank Guarantee (BG) or Standby Letter of Credit (SBLC) is required for advance remittance beyond USD 2,00,000. Bank shall evaluate any case specific requirement for waiver of BG / SBLC as per merit. Please reach out to Trade Desk of your respective HDFC Bank Branch/Relationship Manager for further guidance. 5. In case part advance payment has been routed through another bank and subsequent payments are to be routed through HDFC Bank, then a letter from the importer to both the Banks intimating the change of the Bank and the details of the remittance will be required.	Commission: 0.125% Min INR 1,250 SWIFT/Courier : INR 500	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Export and Import of Services, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Policy-and-Operational-Framework-Export-and-Import-for-Goods-and-Services-under-FEMA-23-R.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_n

Summary of FX Services for Customers

	6. Any additional document required depending on the underlying transaction.					udgebanner_feescharges:link:viewmore
Import remittance after receipt of goods/services	**Indicative documentation:** 1. Request letter as per Bank's standard format, 2. Commercial invoice, 3. Transport document (Bill of Lading/Airway bill/Rail Receipt etc.) (for goods). 4. Details of Bill of Entry/Copy of Bill of Entry (for goods), 5. Form 145/146 (for services), 6. High Sea Sale (HSS) agreement required in case importer has sold goods further on High Sea Sale basis, 7. In case importer is making a payment to a 3rd Party other than its overseas supplier, then details of 3rd party should be mentioned on the Bill of Entry and other documentary evidence such as Tri-partite agreement, invoice/contract copy with details of 3rd party, etc. should be provided, 8. In case advance payment has been routed through another bank and subsequent payment is to be routed through HDFC Bank, then a letter from the importer to both the Banks intimating the change of the Bank and the details of the payment will be required.	Commission: 0.125% Min INR 1,250 SWIFT/Courier: INR 500	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Export and Import of Services, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Policy-and-Operational-Framework-Export-and-Import-for-Goods-and-Services-under-FEMA-23-R.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

	9. Any additional document required depending on the underlying transaction.					
Import Bill Collection / documents under LC, DA or DP	**Indicative documentation:** 1. Commercial Invoice 2. Transport Document (AWB/BL/Courier Receipt) 3. Bill of Entry details / Copy of Bill of Entry (For Goods) 4. Evidence of service delivery (if applicable) 5. Packing List (if required by importer / under LC) 6. Draft/Bill of Exchange (if required by importer / under LC) 7. Certificate of Origin (if required by importer / under LC) 8. 8. Any additional document as per regulatory / commercial requirement	Commission: 0.25% min INR 2,000SWIFT/Courier : INR 1,000	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Import Letter of Credit, issuance or amendment	**Indicative documentation:** 1. LC Application Form 2. Proforma Invoice / Purchase Contract 3. Insurance documents (if required) 4. Any additional document regulatory / commercial requirement	Issuance: Commission: 0.25 % Per additional month or part thereof, min INR 2,000 Usance Charges – 0.40% min INR 2,000 SWIFT : FCY	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges

Summary of FX Services for Customers

		- INR 2,000 Documentation charge - INR 1,500 (If applicable) Amendment : Commission : INR 1,500 Extension - same as LC issuance SWIFT/Courier : FCY - INR 750			help/grievance-redressal	
Merchanting Trade Transaction (MTT)	**Indicative documentation:** 1. Request letter as per Bank's standard format, 2. Commercial invoices, 3. Transport documents (Bill of Lading/Airway Bill/Rail Receipt etc.) (as applicable), 4. Insurance documents (as applicable).	Export leg: Commission applicable for exports Import leg : Commission applicable for imports	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Export and Import of Services, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Policy-and-Operational-Framework-Export-and-Import-for-Goods-and-

Summary of FX Services for Customers

						Services-under-FEMA-23-R.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Inward Remittance	**Indicative documentation:** 1. Disposal instruction 2. Proforma invoice 3. Any additional document regulatory / commercial requirement depending upon the purpose.	NIL	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Export and Import of Services, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Policy-and-Operational-Framework-Export-and-Import-for-Goods-and-Services-under-FEMA-23-R.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

Outward remittance	**Indicative documentation:** 1. Request letter 2. Form A2 3. Form 145/146 (as applicable) 4. Copy of invoice / agreement / contract (as applicable) 5. Any additional document regulatory / commercial requirement depending upon the purpose.	TT - Commission: 0.20% min INR 1,000SWIFT/Courier : INR 500DD - Commission : 0.25% min INR 2,000SWIFT/Courier: INR 500	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Trade Credit	**Indicative documentation:** a) Availing Buyers credit – 1. Request letter 2. FEMA declaration 3. Offer letter accepted by customer 4. Invoice 5. Bill of Lading / Bill of Entry / Airway bill b) Repayment of Buyers credit– 1. Request letter 2. FEMA declaration 3. Form A2	Commission: LOC / LOU charges @ 1.80% pa Min INR 5,000 Swift: INR 2,000	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

Bank Guarantee for cross-border transactions	**Indicative documentation:** 1. Request letter 2. Copy of Invoice/Contract/Agreement as applicable 3. FEMA Declaration (as applicable) 4. Bank guarantee text 5. Additional documentation as may be applicable	Commission: 1.8% Per Annum, min INR 2,000 SWIFT: INR 1000 Documentation charge - INR 1,500 (If applicable)	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Retail international outward remittance under LRS	**Indicative documentation:** 1. Form A2 2. Active Aadhar Linked PAN 3. Supporting documents for respective purpose of remittance (as applicable) 4. Supporting documents for source of funds (as applicable) 5. For capital account transactions, 1 year account relationship is mandatory. In case where the account relationship is less than 1 year, bank account statement of 1 year / latest IT return copy is required to ascertain source of funds.	Commission INR 500 for remittances up to USD 500 or equivalent Commission INR 1,000 for remittances above USD 500 or equivalent	Requests received before 2:00 pm are processed the same day (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

Cross Border – Capital Account

Process / Service	Documents required	Charges	Time for approval / processing	Approving Authority	Authority for Appealing against rejection/ for delay	Link of bank's website where the document / information is hosted
Overseas Direct Investment (ODI) - Subscription to Memorandum of Association (MOA) of the Foreign Entity (FE)	**Indicative documentation:** 1. Request letter and debit authority along with FEMA declaration 2. Form FC (Section A to D) 3. Form FC Section E - Statutory Auditor's (SA) certificate (Required if SA certification does not form an integral part of Form FC) 4. Board Resolution 5. For subscription as a part of Memorandum or Association (MOA)– i) MOA/or any other document substantiating initial capital infusion ii) Certificate of incorporation iii) Legal document of FE should state capital structure, subscriber details and business activity 6. Form A2 7. Certificate of Incorporation (COI) and Memorandum of Association (MOA) of Indian Entity. In case investment is undertaken by registered partnership firm then Registration certificate of such partnership firm is to be provided additionally. 8. Additional documents as per regulations in cases where Indian entity is engaged in financial services sector, or the foreign entity is directly	INR 15000 (UIN Generation Charges to be collected at remittances) + 0.2% Commission + INR 500 (SWIFT)	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

	or indirectly engaged in financial services activity 9. Legal Entity Identified (LEI) Code, as applicable 10. ODI declaration of Indian Entity or Resident individual k) Valuation report (as applicable) 11. ITR copies for last 3 years if the investment by Resident individual 12. Additional documents / clarifications if any will be obtained on case-to-case basis					
Overseas Direct Investment (ODI) - For acquisition or purchase of equity capital from existing investor (non-resident)	**Indicative documentation:** 1. Request letter and debit authority along with FEMA declaration. 2. Form FC (Section A to D) 3. Form FC Section E - Statutory auditor's (SA) certificate (Required if SA certification does not form an integral part of Form FC). 4. Board Resolution 5. Share Purchase agreement 6. Form A2 7. Certificate of Incorporation (COI) and Memorandum of Association (MOA) of Indian Entity. In case investment is undertaken by registered partnership firm then Registration certificate of such partnership firm is to be provided additionally. 8. Additional documents as per regulations in cases where Indian entity is engaged in financial services sector, or the foreign entity is directly	INR 15000 (UIN Generation Charges to be collected at remittances) + 0.2% Commission + INR 500 (SWIFT)	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

	or indirectly engaged in financial services activity. 9. LEI Code, as applicable 10. ODI declaration of Indian Entity or Resident individual 11. Valuation report (as applicable) 12. Additional documents / clarifications if any will be obtained on case-to-case basis					
Overseas Direct Investment (ODI) - Subsequent investments in debt	**Indicative documentation:** 1. Request letter and debit authority along with FEMA declaration. 2. Form FC (Section A to D) 3. Form FC Section E - Statutory auditor's (SA) certificate (Required if SA certification does not form an integral part of Form FC) 4. Board Resolution 5. Form A2 6. Loan agreement 7. ODI declaration of Indian Entity 8. LEI Code, as applicable 9. i) Additional documents / clarifications if any will be obtained on case-to-case basis	INR 5000 (RBI Reporting charges to be collected at remittance) + 0.2% Commission + INR 500 (SWIFT)	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

Overseas Direct Investment (ODI)- Disinvestment by Indian Entity (IE)	**Indicative documentation:** 1. Request letter 2. Board Resolution approving the disinvestment/liquidation. 3. Form FC Section G 4. Share valuation certificate complying with pricing guidelines as per regulations 5. In case of closure of foreign entity abroad, certificate evidencing closure/cancellation by concerned regulatory authority overseas is to be obtained 6. Additional documents to be collected as per the type of disinvestment 7. ODI Declaration form	INR 25000 minimum or 0.02% of the total amount based on complicatio n/efforts involved in the case	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.ban k.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Foreign Direct Investment (FDI) - FCGPR: For issuance of equity instruments to non-resident investor	**Indicative documentation:** 1. KYC of non-resident investor 2. Copy of FIRC 3. Board Resolution/ PAS-3 of the investee company Following format prescribed by RBI in FIRMS user manual. 4. Company Secretary (CS Certificate) 5. Authorised Representative Declaration 6. Valuation certificate Additional documents in case of specific scenarios:	FIRMS Reporting where funds received in HDFC Bank - INR 15000 FIRMS Reporting where funds received in other bank - INR 30000	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.ban k.in/need-	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

	1. If funds received from NRE account – NRE Certificate along with bank statement or cheque copy. 2. If funds from SNRR account – Statement of SNRR account. 3. If remitter is different than investor – a) NOC from the remitter for issuing Capital Instruments to beneficial owner mentioning their relationship. b) KYC of remitter and investor. 4. In case of Compulsory Convertible Preference Shares (CCPS) / Compulsory Convertible Debentures (CCDs)- a) Conversation Ratio b) Tenor c) Declaration from Indian Company stating at the time of conversion pricing guidelines will be met 5. For rights issue – Declaration from Indian company that the rights issue to persons resident outside India is not at a price less than the price offered to persons resident in India 6. For rights /Bonus issue – Acknowledgement letter of FCGPR/FCTRS, as applicable, of the original investment. 7. In case of merger or amalgamation of Indian Company – a) NCLT or High court order				help/grievance-redressal	

Summary of FX Services for Customers

	b) Pre & Post shareholding pattern of old & resultant companies c) CA certificate stating conversion ratios d) RBI registration letter for foreign investment into the companies which are getting merged or amalgamated or right issues or bonus issue 8. In case of conversion of External Commercial Borrowing (ECB) a) Acceptance letter / Agreement Copy for conversion of ECB b) ii. Copy of Loan Registration Number (LRN) c) Copy of ECB2 return for the previous month indicating the outstanding amount 9. In case of conversion of payables to equity a) Customer letter b) Confirmation from overseas company for conversion c) Audited financials showing amount outstanding d) Related Invoices e) CA certificate (as applicable) The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.					

Summary of FX Services for Customers

Foreign Direct Investment (FDI) -FCTRS: For transfer of equity instruments between a non-resident and a resident (or vice versa)	**Indicative documentation:** 1. Declaration by the non-resident transferor / transferee as per format prescribed by RBI in FIRMS user manual 2. Transfer agreement/ Share Purchase Agreement 2. Valuation certificate 3. In case sale of share by Non-resident RBI acknowledgement letter of FCGPR/FCTRS as applicable of the capital instrument being sold 4. Copy of FIRC/debit statement / outward remittance certificate 5. If funds received from NRE account - NRE Certificate along with bank statement or cheque copy. If funds from SNRR account - statement of account. 6. KYC of non-resident investor 7. Buyer and Seller consent letters 8. Form SH4/ Demat Statement The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	FIRMS Reporting where funds received in HDFC Bank - INR 15000FIRMS Reporting where funds received in other bank - INR 30000	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Foreign Direct Investment (FDI) - LLP-I: For capital contribution by non-resident investor in LLP	**Indicative documentation:** 1. Copy of FIRC/Debit statement 2. If funds received from NRE Account - NRE Certificate along with bank statement or cheque copy. If funds from SNRR account - statement of account. 3. KYC of non-resident investor	FIRMS Reporting where funds received in HDFC Bank - INR 15000 FIRMS	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf

Summary of FX Services for Customers

	4. Valuation Certificate 5. Following format prescribed by RBI in FIRMS user manual. i. Certificate from the designated partner/ authorized representative of the LLP ii. Authorized Representative Declaration of the LLP 6. Copy of agreement (relevant extracts) with respect to capital contribution. The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	Reporting where funds received in other bank - INR 30000	due diligence or clarifications.		lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Foreign Direct Investment (FDI) -LLP-II: For transfer of capital contribution between a resident and a non-resident (or vice versa)	**Indicative documentation:** 1. Declaration by the non-resident transferor / transferee as per format prescribed by RBI in FIRMS user manual 2. Copy of FIRC/ Debit statement / outward remittance certificate 3. KYC of non-resident investor 4. Relevant RBI acknowledgement letter for the capital contribution being transferred 5. Valuation Certificate 6. Buyer and Seller consent letter 7. Transfer Agreement The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	FIRMS Reporting where funds received in HDFC Bank - INR 15000 FIRMS Reporting where funds received in other bank - INR 30000	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

Foreign Direct Investment (FDI) - Convertible Notes: For issuance of convertible notes to non-resident investor	**Indicative documentation:** 1. Copy of FIRC/debit statement 2. KYC of non-resident investor 3. Following format prescribed by RBI in FIRMS user manual i. Company Secretary (CS) Certificate ii. Authorised Representative Declaration 4. Registration certificate for being a start-up 5. Certified True Copy of the Board Resolution of the Investee Company The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	FIRMS Reporting where funds received in HDFC Bank - INR 15000 FIRMS Reporting where funds received in other bank - INR 30000	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Foreign Direct Investment (FDI) - Employee Stock Option (ESOP)	**Indicative documentation:** 1. ESOP Grant / scheme Documents 2. Letter of Grant/ Offer – Name of the employee in the letter of grant vis a vis name mentioned in the Company Secretary (CS) certificate. Number of shares and exercise price should also be mentioned. 3. Declaration by the Indian party as per RBI prescribed format 4. Company Secretary (CS) certificateThe document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	INR 15000 for FIRMS Reporting	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

Foreign Direct Investment (FDI) - Downstream Investment	**Indicative documentation:** 1. PAS – 3/ Board Resolution for allotment of shares should include i. Approving third party remittance if any ii. Details of transactions 2. Declaration to be filed by the authorised representative of the Indian company 11 3. Shareholders Agreement / Resolution 4. If investment is on deferred basis, agreement mentioning deferred clause is required 5. Valuation certificate 6. Declaration by Foreign Owned or Controlled Company (FOCC) --- Source of investment 7. Source of funds - Internal Accruals or Foreign Inward Remittance. a) If Internal Accruals – CA certificate b) ii. if Inward Remittance - FIRC Copy The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	INR 15000 for FIRMS Reporting	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Foreign Direct Investment (FDI) - Investment vehicle - INVI	**Indicative documentation:** 1. SEBI Certificate 2. FIRC or Statement of account for credit received in Indian Alternate Investment Fund (AIF) 3. Proof of swap of shares of special purpose vehicle	FIRMS Reporting where funds received in HDFC Bank - INR 15000 FIRMS	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf

Summary of FX Services for Customers

	4. If funds received from NRE account- NRE Certificate along with bank statement or cheque copy. If funds from SNRR account - statement of account. 5. Declaration from INVI as per RBI format 6. Country wise inflow as per RBI format The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	Reporting where funds received in other bank - INR 30000	due diligence or clarifications.		lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
Foreign Direct Investment (FDI) - Disinvestment of FDI: Outward remittances for transfer of equity instruments from non resident seller to resident buyer	**Indicative documentation:** 1. Request letter 2. FEMA declaration 3. Form A2 4. Proof that FDI investment made was on repatriable basis 5. Valuation certificate 6. Copy of RBI approval (as applicable) 7. Share Purchase agreement (SPA). In absence of SPA, Buyer and Seller consent letter 8. Form 145/146 9. Non-Resident seller Board Resolution authorizing person to sign Non-Resident Declaration (mandatorily required at the time of remittance) The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	5000 for scrutiny + 0.2% Commission + INR 500 (SWIFT)	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

External commercial borrowing (ECB) - Availing ECB	**Indicative documentation:** 1. Form ECB 1 along with borrowing schedule. 2. Loan agreement / term sheet mentioning details of loan. 3. Board resolution 4. Last audited standalone balance sheet of the borrower. 5. Other underlying documents as applicable The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	ECB New Case-fresh LRN issuance - INR 25000	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore
External commercial borrowing (ECB) - Repayment of ECB	**Indicative documentation:** 1. Request letter along with Debit note 2. Form ECB 2 3. LRN letter 4. Copy of Form ECB 5. Form A2 6. Other underlying documents as applicable The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	ECB 2 reporting - INR 1000 Commission (Outward remittances) - 0.20% min INR 1,000	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

Establishment of Branch Office (BO) / Liaison Office (LO) / Project Office (PO) - Opening of Branch Office and Liaison Office	**Indicative documentation:** 1. Request letter 2. Board Resolution for setting up the office 3. Form FNC (Part II mandatory for entities falling under Regulation 5) 4. Copy of Certificate of Incorporation / Registration of the Overseas entity 5. Copy of Memorandum of Association and Articles of Association attested by the Notary Public in the country of registration 6. Audited Balance sheet of the applicant company for the last Five/Three years in case of branch office/liaison office respectively. (as applicable) 7. Certificate from CPA for certification of profit and net worth in home country for preceding 3/5 financial years in case of LO/BO respectively (as applicable) 8. Banker's report from the applicant's banker in the host country / country of registration showing the number of years the applicant has had banking relations with that bank. 9. For applicants from Bangladesh, Sri Lanka, Afghanistan, Iran, China, Hong Kong, Macau or Pakistan desirous of opening Branch Office or Liaison Office in India have to registration done with the state police authorities (Declaration to be provided)	Approval letter Issuance charges: INR 15000	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

	10. ROC registration certificate to be provided. If not applicable, then the reasoning or rationale on why the same is not applicable under Companies Act 2013 is to be provided. (Declaration that customer will approach for obtaining PAN Card on receipt of UIN) 11. Copy of the PAN Card or Declaration that customer will approach for obtaining PAN Card on receipt of UIN. The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.					
Establishment of Branch Office (BO) / Liaison Office (LO) / Project Office (PO) - Opening of Project Office (PO)	**Indicative documentation:** **1.** Request letter 2. Board Resolution for setting up the office **3.** Form FNC (Part II mandatory for entities falling under Regulation 5) 4. Certificate of Incorporation / Registration of Overseas entity **5.** Memorandum of Association and Articles of Association attested by the Notary Public in the country of registration **6.** Copy of the contract secured from an Indian company to execute the project in India. **7.** Bankers Report from the applicant's banker in the host country / country	Approval letter Issuance charges: INR 15000	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

	of registration showing the number of years the applicant has had banking relations with that bank. **8.** For applicants from Bangladesh, Sri Lanka, Afghanistan, Iran, China, Hong Kong, Macau or Pakistan desirous of opening Branch Office or Liaison Office in India have to registration done with the state police authorities (Declaration to be provided) **9.** ROC registration certificate to be provided. If not applicable, then the reasoning or rationale on why the same is not applicable under Companies Act 2013 is to be provided (Declaration that customer will approach for obtaining PAN Card on receipt of UIN) **10.** Copy of the PAN Card or Declaration that customer will approach for obtaining PAN Card on receipt of UINThe document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.					

Summary of FX Services for Customers

Opening of Overseas Branch Office - OBR	**Indicative documentation:** 1. Letter addressed to Bank mentioning the details, reason/purpose for opening the branch, account number of Indian Company along with declarations (as required). 2. OBR form or complete OBR form information in company's letterhead 3. Last 2 years Audited Balance sheet and profit and Loss account statement. 4. Board resolution from company for establishment of a branch. 5. Certificate of registration of overseas branch overseas or any liaison document. 6. Company declaration to adhere to the limits for initial and recurring remittances. 7. Chartered Accountant certificate specifying eligible limits and estimated annual expenses (in INR). The document requirement may vary based on specific case requirements and internal assessment / regulatory requirements.	Approval letter Issuance charges: INR 15000	Documents received by 3:00 p.m. will be considered for same-day processing. However, the processing timeline may vary in cases requiring additional due diligence or clarifications.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf For Trade Fees & Charges, visit: https://www.hdfc.bank.in/msme-banking/trade-services/fees-and-charges?icid=website_organic_nudgebanner_feescharges:link:viewmore

Summary of FX Services for Customers

Cross Border - Vostro

Process / Service	Documents required	Charges	Time for approval / processing	Approving Authority	Authority for appealing against rejection / delay	Link of bank's website where the document / information is hosted
Advance remittance for exports (Vostro INR)	**Indicative documentation:** **HDFC Bank Beneficiary** 1. Disposal instruction with FEMA related declaration 2. Any additional document as per regulatory requirement, depending on the underlying transaction. **Non HDFC Bank Beneficiary** 1. The transactions are processed on a straight through to the Beneficiary Bank. 2. No documents are obtained by HDFC Bank.	Bank transactions charges are max Rs 1500/- (SWIFT charges if applicable.) Please refer to footnote ** 1 also	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf
Export regularisation / realisation (Vostro INR)	**Indicative documentation:** **HDFC Bank Beneficiary** 1. Commercial Invoice, Transport documents (Bill of Lading/Airway bill/Rail Receipt etc.), 2. Details of Shipping bill/copy of Shipping Bill (for goods), 3. Disposal instruction with FEMA related declaration. Any additional document as per regulatory requirement, depending on the	Bank transactions charges are max Rs 1500/- (SWIFT charges if applicable.) Please refer to footnote ** 1 also	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf

Summary of FX Services for Customers

	underlying transaction. **Non HDFC Bank Beneficiary** 1. The transactions are processed on a straight through to the Beneficiary Bank . 2. No documents are obtained by HDFC Bank.					
Inward remittances (personal and otherwise) (Vostro INR)	The transactions are processed straight through, no documents are obtained.	Bank transactions charges are max Rs 1500/- (SWIFT charges if applicable.) Please refer to footnote ** 1 also	Transactions received via SWIFT up to 3:00 PM will be processed on the same day, subject to complete and accurate transaction details being available.	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf
Inward remittances (charitable institutions) (Vostro INR)	**Indicative documentation:** 1. Disposal instruction with FEMA related declaration MHA registration mandatory. 2. Any additional document as per regulatory requirement, depending on the underlying transaction.	Bank transactions charges are max Rs 1500/- (SWIFT charges if applicable.) Please refer to	Documents submitted by 3:00 pm are eligible for same-day processing (Excluding discrepant documents)	Officials from Operations vertical as per internal delegation	Customers may contact their Branch Trade Desk or designated Relationship Manager. Customer can also lodge formal grievance on below link	For Framework for Cross Border Transaction, visit: https://www.hdfc.bank.in/content/dam/hdfcbankpws/in/en/wholesale-banking/export-import-products/Framework-For-Cross-Border-Transactions.pdf

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		footnote ** 1 also			Grievance redressal and escalation mechanism of bank: https://www.hdfc.bank.in/need-help/grievance-redressal	

****Note1**	In the case of vostro Cross border transactions, charges are collected from the overseas remitting institutions. Wherever charges are on account of Beneficiary (BEN/SHA), mentioned charges are deducted from Beneficiary.