



Annexure IV - Documents checklist for Handing Import Transaction

A. Advance remittance against import

1. Application submitted in Banks Standard Format
2. Underlying documents obtained (PI/PO/ any similar documents satisfying import and advance demand)
3. Foreign Bank Guarantee (if applicable)
4. Third party declaration if applicable

B. Direct import Bill

1. Application submitted in Banks Format
2. Invoice Copy with goods description
3. Packing list (If goods description not available in Invoice)
4. Copy of transport documents
5. Bill of entry details/copy
6. Declaration & Documents for Interest payable (If any)
7. Import License copy (If applicable)
8. High Sea Agreement copy (If applicable)

C. Import Collection Bills (LC /Non-LC)

1. Application form for handling Import Bills
2. Acceptance Letter for Usance Bills
3. Bill of entry for Usance Bills
4. Import License copy (If applicable)

D. Foreign LC Issuance/Amendment

1. LC Application form
2. Performa Invoice/Purchase Order/Contract Copy
3. Insurance Policy if applicable

E. Buyers Credit:

1. Application form
2. Invoice Copy with goods description
3. Packing list (If goods description not available in Invoice)
4. Copy of transport documents



5. Bill of entry details/copy
6. Declaration & Documents for Interest payable (If any)
7. License copy (If applicable)
8. High Sea Agreement copy (If applicable)
9. GRN form as applicable

F. Small Value Bill of entry closure (equivalent to ₹10 lakh or less)

1. Application in Bank's standard format