

## Documents required for Non Import Outward Remittances

1. Application form
2. Fema Declaration
3. Form A2
4. Declaration under Section 10 (5)
5. Form 15CA (ONLINE) SUBMITTED FROM CO
6. Auditors Certificate on tax payment (FORM 15CB)
7. Proof of payment/invoice copy/demand notice

## Documents required for Advance Import Outward Remittances

- 1.Customer Request letter
- 2.Form A-1
- 3.Proforma Invoice or sales contract.
- 4.Proforma invoice to clearly state the terms of payments as advance
- 5.Ensure submission of Bill of entry once received from Customs.

## Documents required for Direct Import Outward Remittances

- 1.Customer Request letter
- 2.Form A-1
- 3.Commercial Invoice
- 4.Bill of Entry
5. Bill of Lading/Airway Bill

## Documents required for Dividend Remittances

1. Application form
2. Fema Declaration
3. Form A2
4. RCD 1 supported by particulars of non-resident shareholding in form RCD-2(Final Dividend), in case of interim dividend application may be made by the company to A.D by letter enclosing only the form RCD 2 and copy of Board Resolution approving the payment of interim dividend
5. Declaration under Section 10 (5)
6. Form 15CA (ONLINE) SUBMITTED FROM CO
7. Auditors Certificate on tax payment (FORM 15CB)
8. Proof of payment/invoice copy/demand notice
9. Certificate from CA or CS that
  - a. Shares have been validly issued to an overseas party giving names of non resident shareholders and quantity of shareholding as on the record date of payment of dividend.
  - b. That the amount of remittance being made is net of dividend already paid/ payable to domestic account/custodian of foreign shareholders.
  - c. Certified true copies of the board and general meeting resolutions (AGM's resolution not applicable for interim dividend) authorizing payment and quantum (%) of dividend.

- 1) Annexure III -Letter from customer containing remitter details, beneficiary details, purpose of remittance, beneficiary bank details, FEMA declaration and debit authority.
- 2) Form A2
- 3) 15 CA/ CB. (Not required if part B of RCD2 is certified by Auditor of the company)
- 4) Form RCD 1 and RCD 2 incase of final dividend and form RCD2 for interim dividend or CA/PCS Certificate in respect of amount payable and the details of calculation.
- 5) Certified copy of RBI approval for issuance of shares (it should not prohibit payment of dividend) /Acknowledgement from RBI in case of Form FCGPR filed with RBI, for the Foreign Direct Investments under Automatic Route. - In Case if these documents are not available then a certificate from CS should be obtained giving current shareholding pattern of non-residents and stating that
  - (a) the shares has been issued in compliance with companies act/ FEMA guidelines
  - (b) there is no restriction, from any regulator/under any regulatory requirement, in effecting the dividend requested for remittance.© necessary reporting to RBI have been done within stipulated timelines.
- 6) Undertaking from CS that the overseas beneficiary (if NRI) does not have any account in India.
- 7) Certified copy of Annual General Meeting Resolution of the company declaring the dividend.
- 8) In case of dividend on CCPS (Compulsory Convertible Preference Shares), then board resolution of issuance of CCPS showing contracted rate (not exceeding SBI PLR + 3% prevailing at that time) is required to be submitted.