

Format of Business Letter (TC request from Corporates)

Date: -

To,
The Manager,
ICICI Bank Ltd
Branch

Dear Sir,

Sub :- Release of foreign Exchange towards the Business Visit.

We request you to release the exchange as detail below to Mr._____ for his visit abroad proceeding for business promotion for the company.

<u>Currency</u>	<u>Amount in Cash</u>	<u>Amount in Traveler Card</u>
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The details are given below for your necessary action.

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| 1. | Name of person: | - |
| 2. | Designation: | - |
| 3. | Residential Address: | - |
| 4. | Passport No. & Date of Issue | - |
| 5. | Place of Issue: | - |
| 6. | Air Line: | - |
| 7. | Route: | - |
| 8. | Ticket No. | - |
| 9. | Departure Date: | - |
| 10 | Country to be visited: | - |
| 11 | Purpose of Visit: | - Business Promotion |

We certify that the expenses for the above trip are being borne by us and also undertake that the foreign exchange will be utilized only for the purpose stated above.

We hereby declare that the transaction details of which are specifically mentioned above does not involve. And is not designed for the purpose of any contravention or evasion of the provision of section (10) 5, Chapter III of the Foreign Exchange Management Act, 1999 or of any rule, regulation, notification, direction or order made there under.

We also hereby undertake to give such information / documents as will reasonably satisfy you about the transaction in terms of the above declaration.

We also undertake that if we refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the FFMC shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention / evasion is contemplated by us report the matter to Reserve Bank Of India.

We further declare that the undersigned has the authority to give this declaration and undertaking on be half of the firm / company.

We also declare that we have not earlier availed of any foreign exchange for the purpose mentioned herein from any office or other sources.

We are also instructing debit in our account No _____/ releasing Ch. No. _____ dated _____ for Rs. _____ in your favour in payment of above exchange./ Debit Advice.

Thanking You,

Yours truly,
For