

APPLICATION FOR RELEASE OF FOREIGN EXCHANGE FOR BUSINESS TRAVEL

AP (DIR Series) circular No. 106 dated 1/6/2015 updated as on 29/3/19 r/w MD 7/2015-16 dated 1/1/16 updated as on 20/6/18 and MD 8/2015-16 dated 1/1/16 updated as on 6/11/18 for release of USD 250,000/- or its equivalent per financial year – April to March.

To,

Date:

The Manager, Orient Exchange & Financial Services (P) Ltd

_____, Branch

Dear Sir,

We hereby apply for release of foreign exchange for our employee's visit abroad for Business Travel and provide hereunder, particulars of our employee.

1	Sponsor Name			
2	Address and Telephone No			
3	PAN No			
4	Full name of the Traveller			
5	Designation			
6	Nationality:	DOB:	Age:	(if a foreign national then a certificate that he is employed full time with this sponsor)
7	Residential Address of the Traveller			
8	Phone number of the Traveller			
9	Passport Details		PP No:	Issued At:
			Issued Date:	Date of Expiry:
10	Duration of the Visit		Date of Travel:	Carrier Name:
			Confirmed Ticket No:	
11	Quantum of Forex Required:		Card:	Currency:
	Currency Name:			
12	Place of Travel			

I/We solemnly declare as under :-

- the payment for the forex purchased is / will be paid from the bank account of the company .
- the foreign exchange purchased from you is for the purpose indicated above.
- the details of remittances already made / transactions effected for Business Travel for the afore mentioned Traveller in the current financial year is as under :

Sr.No.	Date	Amount in Foreign Currency	Amount in TCs / Prepaid Travel Card	Name and address of the AD, ADII FFMC through which transactions effected

- I/We hereby declare that the aforesaid transaction will not involve, and is not designed for the purpose of any contravention or evasion of the provision of this Act, or of any rule, regulation, notification, direction or order made there under, and that M/s. Orient Exchange and Financial Services Private Limited can refuse in writing to undertake the transaction in case I / We refuse to comply with or make an unsatisfactory compliance with any requirement in terms of Section 10 (5) of the FEMA 1999.
- That the particulars given above are true and correct to the best of my / our knowledge and belief.
- The traveller is an employee of the company.
- Further, I / We undertake to surrender the foreign exchange so acquired to an authorised person, if the traveller/s cannot use it for the purpose for which it was acquired, within 60 days from the date of purchase / acquisition in terms of section 10 (5) of the FEMA 1999.

For (_____)

Authorized Signatory