COSMOS CO-OP. BANK LTD.
(Multistate Scheduled Bank)
Enriching Life!

EXPORT WRITE-OFF REQUEST FORM

Applicant (Name & Address):	Account No	Bank Ref No:
	Status Holder Y / N	
	Invoice Currency	Invoice Amount
Buyers` (Name & Address)	Shipping bill number: Invoice Number: Invoice Date: Due Date:	
Export procedure Realised in Previous Calendar Year	Currency	Amount

We request you to write off the above-mentioned Invoice(s)

We also confirm that:

1. Invoice(s) is / are outstanding for more than one year,
2. We have followed up with Buyer and have made all efforts to realize the payment. However, the payment is not realised because…. (Tick whichever is applicable)
    - The overseas buyer has been declared insolvent (a certificate from the official liquidator indicating that there is no possibility of recovery of export proceeds should be attached).
    - The overseas buyer is not traceable over a reasonably long period of time.
    - The goods exported have been auctioned or destroyed by the Port / Customs / Health authorities in the importing country.
    - The unrealized amount represents the balance due in a case settled through the intervention of the Indian Embassy, Foreign Chamber of Commerce or similar Organization
    - Any other reason………

      ----
3. We have surrendered proportionate export incentives if any, availed in respect of the relative shipments. (Documentary evidence need to be attached)/ We have not availed any export incentive against this invoice
4. We are not under investigation by agencies like, Enforcement Directorate, Directorate of Revenue Intelligence, Central Bureau of Investigation, etc.
5. The outstanding Invoices which are not subject matter of civil / criminal suit.
6. We are not on the exporters’ caution list of the Reserve Bank of India

7. The total amount of amount of write off in this year is below 10% of the total export proceeds realized during the previous calendar year. (Specify the amount of write off already done if any with any other bank.)

Bank Name	Buyer Name	Invoice No	Date	Currency	Amount

8. We confirm that we have complied with all the FEMA requirements.

You may debit our Account A/c no………………………………towards processing charges

Request you please process the above and provide us your confirmation advice to us at the earliest.

DECLARATION:

I/We declare that the particulars given herein are true and correct and that I/We accept the bank's conditions Above

Date:

Authorised Signature with seal

COSMOS CO-OP. BANK LTD.
(Multistate Scheduled Bank)
Enriching Life!

<u>Format of Request Letter to be obtained from the Exporter in case of Self-Write-Off</u>
<u>(On letter head of the company)</u>

Date:

The Manager,
COSMOS BANK
________________ Branch.

<u>Sub: Self Write-Off of Export Bill</u>

Dear Sir / Madam,

In accordance with the extant regulatory guidelines we have availed Self Write-off for the below mentioned Export Bills. We hereby request you to write-off these amounts in your records.

<u>(Reason for write off to be stated here)</u>

Bill No.	GR / SDF Nos.	Invoice Nos.	Commodity Exported	Country of Export	Date of Shipment	Invoice Value	Amount Realized	Amount of Write-off	Reason for Write-off

I / We hereby confirm that:

a) The above-mentioned amounts have remained outstanding for more than one year.
b) The bills are not under investigation by agencies like, Enforcement Directorate, Directorate of Revenue Intelligence, Central Bureau of Investigation, etc and the case is not the subject matter of any pending civil or criminal suit.
c) We have surrendered proportionate export incentives in respect of relative shipments and supporting documents are enclosed herewith as proof of surrender.
d) We made efforts to realize our dues from overseas buyer and enclose supporting documentary evidence.
e) The aggregate amount of all write off during the calendar year does not exceed 5 / 10 per cent of the total export proceeds realized by us during the previous calendar year. CA Certificate is attached supporting our claim with appropriate figures. **<u>(5% for non-status holders and 10% for status holders- please select appropriately).</u>**
(Calendar year to be reckoned as January to December).

We declare that the particulars given above are true and correct to the best of our knowledge and belief.

For ______________

Authorized Signatory

COSMOS CO-OP. BANK LTD.
(Multistate Scheduled Bank)
Enriching Life!

Format of Request Letter to be obtained from the Exporter for AD Bank write-off
(On letter head of the company)

Date:

The Manager,
COSMOS BANK
________________ Branch

Sub: AD Bank Write-Off of Export Bill

Dear Sir / Madam,

We request you to write-off the unrealized amount for the following Export Bills routed through your Bank.

Bill No.	GR / SDF Nos.	Invoice Nos.	Commodity Exported	Country of Export	Date of Shipment	Invoice Value	Amount Realized	Amount of Write-off	Reason for Write-off

I / We hereby confirm that:

a) The above-mentioned amounts have remained outstanding for more than one year.
b) The bills are not under investigation by agencies like, Enforcement Directorate, Directorate of Revenue Intelligence, Central Bureau of Investigation, etc and the case is not the subject matter of any pending civil or criminal suit.
c) We have surrendered proportionate export incentives in respect of relative shipments and supporting documents are enclosed herewith as proof of surrender.
d) We made efforts to realize our dues from overseas buyer and enclose supporting documentary evidence.
e) The aggregate amount of all AD bank write off during the calendar year does not exceed 10 per cent of the total export proceeds realized by us during the previous calendar year. CA Certificate is attached supporting our claim with appropriate figures **(Calendar year to be reckoned as January to December).**

We declare that the particulars given above are true and correct to the best of our knowledge and belief.

For ______________

Authorized Signatory

COSMOS CO-OP. BANK LTD.
(Multistate Scheduled Bank)
Enriching Life!

(Suggested format of CA certificate)
The Manager,
COSMOS BANK
Branch Name.

Dear Sir,

Appended is the status of export proceeds realized during the previous calendar Year by M/s ……………… **<u>(Client Name).</u>**

- Value of export proceeds realized during (YYYY) previous Calendar Year: (Amount in INR)

- Total amount of write off already availed during the …………… YYYY (current Calendar Year) (Amount in INR)

- Details & value of Export Bills requested for write off during the ……………… YYYY (current Calendar Year) is as under.

Bank Ref. No.	SB No.	Invoice Number	Invoice Date	Invoice Amount (FCY)	Commodity & Country of Export	Amount requested for Write off in (FCY)	Amount requested for Write off in (INR)
TOTAL							

<u>Reason for write off:</u>

____

(Reason to be stated and supported with documentary evidence)

<u>We hereby certify that MIS M/s (Client Name) is categorized as (Select the correct option (a or b):-</u>

a) **Other than Status Holder Exporter &**qualifies under **<u>self-write</u>** off of unrealized bills threshold of 5% and write off is within eligible limits of export proceeds realized during the previous calendar year as per RBI guidelines.

b) **Exporter qualifies under Write-off" by Authorized Dealer Bank threshold of 10%**and write off is within eligible limits of export proceeds realized during the previous calendar year as per RBI guidelines.

<u>We also certify that:-</u>

- The exporter has not availed any export incentives / have surrendered the proportionate export incentives in respect of the relative shipments.

- We also confirm that the export transactions covered by the invoices are not under any investigation by agencies like, Enforcement Directorate, Directorate of Revenue Intelligence, Central Bureau of Investigation, etc. or other investigation agencies. The relevant amount has remained outstanding for one year or more & the case is not the subject matter of any pending civil or criminal suit.

- We also confirm that the Export is not made to countries with externalization problem i.e where the overseas buyer has deposited the valued of export in local currency, but the amount has not been allowed to be re-patriated by the central banking authorities of the country.

Date: **Chartered Accountants**
Place: (Company stamp & authorized signatures)
Cc: Bank, Branch