

Document Checklist

Inward Wire Remittance & Foreign Currency Cheque / DD collection

Sr No	Purpose Code	Description	List of Documents
1	P0001	Repatriation of Indian Portfolio investment abroad in equity capital (shares)	(A) Sale Certificate or equivalent document, displaying the sale date, no. of shares & amount (B) Customer Declaration (Click here to get the format)
2	P0002	Repatriation of Indian investment abroad in debt securities.	(A) Sale Certificate or equivalent document, displaying the sale date, instrument details & amount (B) Customer Declaration (Click here to get the format)
3	P0005	Repatriation of Indian investment abroad in real estate	(A) Sale evidence/agreement (B) Proof of outward remittance #Remitter should be the buyer of the property *Funds to be repatriated within 180 days from the date of sale
4	P0011	Repayment of loans extended to Non-Residents	Customer Declaration (Stating it is a non-interest bearing loan and from a close relative)
5	P0012	Long & medium term loans, with original maturity of above one year, from Non-Residents to India (External Commercial Borrowings)	Customer Declaration (Stating it is a non-interest bearing loan and from a close relative)
6	P0013	Short term loans with original maturity upto one year from Non-Residents to India (Short-term Trade Credit)	Customer Declaration (Stating it is a non-interest bearing loan and from a close relative)
7	P0014	Receipts o/a Non-Resident deposits (FCNR(B)/NR(E)RA, etc.)	Applicable for NRI clients only - Supporting documents or purpose confirmation is not applicable #Source of funds may be requested for high value remittances or to do enhanced due diligence
8	P0021	Receipts on account of sale of share under Employee stock option	(A) Sale Certificate or equivalent document, displaying the sale date, ESOP details & amount (B) Customer Declaration (Click here to get the format) Subject to further regulatory scrutiny, the following documents may be requested: Allotment Letter or equivalent document(s) stating shares were allotted under any employee benefit scheme i.e., ESOP, RSU, ESPP, etc. (Offer/allotment letter should state that it is a cashless scheme, else details of outward remittance will be required)
9	P0301	Purchases towards travel (Includes purchases of foreign TCs, currency : notes etc over the counter, by hotels, hospitals, Emporiums, Educational institutions etc. as well as amount received by TT/SWIFT transfers or debit	(A) Amount up to USD 100,000 or equivalent: No Supporting documents required (B) Amount more than USD 100,000 or equivalent, supporting documents displaying the source/nature of funds/services is required, i.e. any one of the below: -
10	P0302	Business travel	- Accepted Purchase Order
11	P0306	Other travel receipts (e.g. reimbursement from MNC for travel, mobile reimbursement, etc.)	- Proforma Invoice/Fee Statement - Agreement/Contract Note with the remitter specifying amount of consideration.
12	P0308	FC surrendered by returning Indian tourists	- Email/Fax from the remitter mentioning the details of the order - Other equivalent document(s)

13	P0501	Receipts for cost of construction of services projects in India	(A) Passport copy of remitter (B) Customer Declaration: - - Residential status of remitter (whether NRI/PIO/FN) - Purchase of property is other than agricultural land / plantation property / farm house #Beneficiary has to be the contractor (firm/individual)
14	P0607	Insurance claim Settlement of non-life insurance; and life insurance (only term insurance)	No supporting documents are required if the remitter is an insurance firm.
15	P0608	Life insurance claim settlements (excluding term insurance) received by residents in India	In case the remitter is any other entity, (A) Customer Declaration stating the nature of the claim settlement (B) Copy of policy document /Settlement Letter/other equivalent document
16	P0801	Hardware consultancy	(A) Amount up to USD 100,000 or equivalent: No Supporting documents required (B) Amount more than USD 100,000 or equivalent, supporting documents displaying the source/nature of funds/services is required, i.e. any one of the below: - - Accepted Purchase Order - Proforma Invoice/Fee Statement - Agreement/Contract Note with the remitter specifying amount of consideration. - Email/Fax from the remitter mentioning the details of the order - Other equivalent document(s)
17	P0802	Software implementation/consultancy (other than those covered in SOFTEX form)	
18	P0803	Database, data processing charges	
19	P0804	Repair and maintenance of computer and software	
20	P0805	News agency services	
21	P0806	Other information services-Subscription to newspapers, periodicals, etc.	
22	P0808	Telecommunication services including electronic mail services and voice mail services	
23	P0901	Franchises services - patents copy rights, trade marks, industrial processes, franchises etc	
24	P0902	Receipts for use, through licensing arrangements, of produced originals or prototypes (such as manuscripts and films)	
25	P1002	Trade related services - Commission on exports/imports	(A) Customer Declaration (B) Supporting documents displaying the source/nature of funds/services is required, i.e. any one of the below: - - Accepted Purchase Order - Proforma Invoice/Fee Statement - Agreement/Contract Note with the remitter specifying amount of consideration. - Email/Fax from the remitter mentioning the details of the order - Other equivalent document(s)
26	P1004	Legal services	(A) Amount up to USD 100,000 or equivalent: No Supporting documents required (B) Amount more than USD 100,000 or equivalent, supporting documents displaying the source/nature of funds/services is required, i.e. any one of the below: - - Accepted Purchase Order - Proforma Invoice/Fee Statement - Agreement/Contract Note with the remitter specifying amount of consideration. - Email/Fax from the remitter mentioning the details of the order - Other equivalent document(s)
27	P1005	Accounting, auditing, book keeping and tax consulting services	
28	P1006	Business and management consultancy and public relations services	
29	P1007	Advertising, trade fair, market research and public opinion polling services	
30	P1008	Research & Development services	
31	P1009	Architectural, engineering and other technical services	
32	P1010	Agricultural, mining and on -site processing services - protection against insects & disease, increasing of harvest yields, forestry services, mining services like analysis of ores etc.	
33	P1011	Inward remittance for maintenance of offices in India	
34	P1013	Environmental services	
35	P1014	Engineering Services	
36	P1015	Tax consulting services	
37	P1016	Market research and public opinion polling service	

38	P1017	Publishing and printing services	
39	P1019	Commission agent services	
40	P1022	Other Technical Services including scientific/space	
41	P1101	Audio-visual and related services -services and associated fees related to production of motion pictures, rentals, fees received by actors, directors, producers and fees for distribution rights.	(A) Amount up to USD 100,000 or equivalent: No Supporting documents required
42	P1103	Radio and television production, distribution and transmission services	(B) Amount more than USD 100,000 or equivalent, supporting documents displaying the source/nature of funds/services is required, i.e. any one of the below: - - Accepted Purchase Order - Proforma Invoice/Fee Statement - Agreement/Contract Note with the remitter specifying amount of consideration. - Email/Fax from the remitter mentioning the details of the order - Other equivalent document(s)
43	P1104	Entertainment services	
44	P1105	Museums, library and archival services	
45	P1106	Recreation and sporting activity services	
46	P1107	Educational services (e.g. fees received for correspondence courses offered to non-resident by Indian institutions)	
47	P1108	Health Service (Receipts on account of services provided by Indian hospitals, doctors, nurses, paramedical and similar services etc. rendered remotely or on-site)	
48	P1109	Other Personal, Cultural & Recreational services (rent cases)	
49	P1301	Inward remittance from Indian nonresidents towards family maintenance and savings	No supporting documents are required. #Remitter should be an individual account holder only *In case the remitter and beneficiary are the same individuals, declaration is needed
50	P1302	Personal gifts and donations	No supporting documents are required. #Remitter & Beneficiary should be individuals only *In case the remitter is a Family Trust, one of the following supporting document is needed: - Trust Deed - Declaration from remitter on Trust letter head Note: As per the Foreign Contribution Act 2011, any person receiving 'Foreign Contribution', from any relative in excess of INR 10 Lacs in a FY needs to submit 'FC1 Form' to Ministry of Home Affairs (MHA) within 90 days of receipt of funds
51	P1306	Receipts / Refund of taxes	(A) Customer Declaration stating why and how the taxes were paid (B) Proof of Tax Payment OR Other equivalent documents
52	P1307	Receipts on account of migrant transfers including Personal Effects	A declaration confirming previous residential status was an NRI & the source of fund. #Basis source of funds, additional supporting documents may be requested
53	P1401	Compensation of employees	No supporting documents are required (Remitter should be non-individual only)
54	P1411	Inward remittance of interest income on account of Portfolio Investment made abroad by India	Customer Declaration (Click here to get the format)
55	P1412	Inward remittance of dividends on account of Portfolio Investment made abroad by India on equity and investment fund shares	
56	P1499	Other income receipts	(A) Customer Declaration, stating the nature of funds received (B) Necessary supporting documents
57	P1502	Reversal of wrong entries, refunds of amount remitted for non-imports (e.g. student refund)	Declaration, stating the nature of funds received & details of outward remittance - SWIFT copy, debit entry, ROR number, etc.

Important Note with regards to "Repatriation of Funds - Sale of Shares acquired under OPI / ESOP"

Any unspent / unused forex amount (unless reinvested) / proceed of OPI including the shares acquired under ESOP/RSU/ESPP scheme, should be repatriated immediately within a period of 180 days, from the date of realization or date of return to India, as the case may be. [refer to: [Foreign Exchange Management \(Realization, repatriation and surrender of foreign exchange\) Regulations, 2015](#); dated February 04, 2016, Circular No.46/2015-16 [(1)/9(R)].

If funds are repatriated, post aforementioned period will be considered as breach of regulatory guidelines & such inward credit needs to be reported to RBI for regularization before processing. Once the contravention is cleared by the RBI, such inward transactions can be processed / credited to beneficiary's account.

In the above context, additional documents / information may be asked by RBI to evaluate the case (like, acknowledgement of annual reporting done by the Indian company at the time of allotment in case of ESOP / share allotment details, etc.); the same needs to be provided by the customer.

OPI – Overseas Portfolio Investments

ESOP – Employee Stock Option Plan, **RSU** - Restricted Stock Unit, **ESPP** - Employee Stock Purchase Plan

Note:

- (a) The document checklist is updated as on 31st July 2024.
- (b) Disposal Instruction (DI) form may be requested, if applicable, by the branch for processing the transaction. [Click here](#) to get the format.
- (c) This checklist may be modified as per the internal policies / regulatory guidelines from time to time. Always refer to the website for the latest checklist and submit the documents accordingly for processing.

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