

(On the Company Letterhead)

Date:

To,
The Manager
Maity Forex Pvt. Ltd.
8/2, Chowringhee Lane,
Kolkata- 700 016

Dear Sir,

Re.: Release of Foreign Exchange under the Business Visit

We enclose herein the necessary documents for your reference to release foreign exchange to our **Executive/Directors** for his visit abroad as mentioned below:

1. Name of person undertaking the trip:
2. Residential Address
3. Nationality: Indian
4. Passport No. / Date of Issue/Date of Expire:
5. Exchange Requirement: EUR CARD AND EUR CURRENCY
6. Countries to be visited:
7. Purpose of visit: Official
8 Ticket No. :
9 Passenger mail id and Mobile number :
10 Date of Departure :
11 Dare of arrival :

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

DECLARATION – CUM – UNDERTAKING

(Under Section 10(5), Chapter III of The Foreign Exchange Management Act, 1999)

I/We hereby declare that this transaction does not involve, and is not designed for the purpose of any contravention or evasion of the provision of the aforesaid Act or any rule, regulation, notification, direction or order made there under.

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

I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the F.F.M.C. shall refuse in writing to understand the transaction and shall if it has reason to believe that any contravention / evasion is contemplated by Me /Us report the matter to reserve bank of India.

I/We enclosed herewith Cheque No. _____ Drawn on _____ Dated _____ for Rs. _____ Towards the cost of the Foreign exchange.

Yours faithfully,

Authorized Signature

Date:

To
Maity Forex Pvt. Ltd.,
8/2, Chowringhee Lane,
Kolkata-700 016

Sub: Surrender of unutilised foreign exchange

Dear Sir,

We would like to surrender herewith the following unutilised foreign exchange drawn by our Executives / officials, as per details given below pertaining to his/her Business visit abroad.

Name of Executive :
Passport Number :
Date of Issue :
Date of Expire :
Place of Issue :
Forex Surrender :

You are therefore requested, kindly encash the above forex and issue a cheque in favour of our company “_____” Or Transfer the fund against the forex being surrendered.

Bank details below.

Name	
BANK NAME	
BRANCH	
A/C NO.	
IFSC CODE	

Yours truly,

For

Authorised signatory

Date:-

The Manager
Maity Forex Pvt Ltd
Kolkata Branch

Sub: Authority to Place Request /AuthorizedSignatory for Purchase / Sales of Foreign Exchange

Dear Sir,

I/We, (legal entity name), (hereinafter referred to as "**APPLICANT**") have authorized the following person(s) as an authorized representative(s) of the **APPLICANT** to execute foreign exchange transactions with M/s MAITY FOREX PVT LTD from time to time, and to purchase Foreign Exchange for and on behalf of the **APPLICANT** against Cheque issued by the **APPLICANT** or against credit. We have specifically authorized the person(s) named herein below to sign request letter for purchase /surrender of foreign exchange for the employees of the **APPLICANT** travelling abroad for and on behalf of the **APPLICANT**. We hereby take the complete responsibility for any transaction undertaken by the said authorized representative(s) with CIFL.

The Signature of the authorized person(s)/representative(s) is attested below:

Sr. No	Name	Designation	Signature
1			
2			
3			
4			
5			

This authority is irrevocable and binding on the **APPLICANT** as long as the **APPLICANT** continues to deal with CIFL for its Foreign Exchange requirements. Further the **APPLICANT** is responsible to make payment for the foreign exchange released to the **APPLICANT** and its employees by CIFL from time to time under the instructions of our aforesaid authorized representative(s).

In the event, we wish to change our authorized representative(s) for any reason whatsoever, it shall be mandatory on our part to inform the same in writing to CIFL and such writing must be acknowledged by the authorized representative(s) of CIFL. However, we specifically admit that any transaction undertaken by our aforesaid authorized representative(s) with CIFL, prior to the receipt of our written communication intimating the aforesaid modification for change of the **APPLICANT**'s 'authorized representative(s)' shall be binding on us. We further declare that the undersigned has the approval from Board to give this letter of authority on behalf of the **APPLICANT**.

The identity proofs of the aforesaid authorized person(s) and for the undersigned are enclosed herewith.

For _____

Signature :

Name :

Designation(Director / CFO/ Company Secretary)