

KYC documents to be collected from customers for below AD II transactions:

A - Private visits:

- Form A2 – Application cum declaration
- Photocopy of valid Passport (Photo page & address page etc) /Current residential address proof (If customer has changed his residence after receiving passport)
- Copy of air ticket
- PAN card
- Visa copy if available
- Bank application form (For card transactions)

B - Remittance by Tour Operators / Travel Agents to Overseas Agents / Principals / Hotels:

- One time KYC documents of the entity and Undertaking and declaration required by tour operator towards Tax
- Form A2 – Application cum declaration
- Overseas beneficiary Invoice
- Declaration cum undertaking from Tour Operator
- List with passengers Names, Nationality, passport number, Pan Number, Foreign Exchange received from each customer for whom this transaction is being undertaken. Mode of payment/Place of visit and mobile number
- Photocopy of valid Passport (Photo page & address page etc) / Current residential address proof (If customer has changed his residence after receiving passport)
- Random Ticket copy, sample check.

C - Business Travel:

- One time KYC documents of the corporate
- Form A2 – Application cum declaration
- Request letter from the corporate on company letterhead signed and stamped by authorized signatory of the company
- Photocopy of valid Passport (Photo page & address page etc) / Current residential address proof (If customer has changed his residence after receiving passport)
- Bank application form (For card transactions)
- Overseas beneficiary Invoice (For Remittance cases)

D - Fees for participation in global conferences and specialized training:

- One time KYC documents as applicable for corporates
- Form A2 – Application cum declaration
- Request letter from the corporate on company letterhead signed and stamped by authorized signatory of the company
- Photocopy of valid Passport (Photo page & address page etc) /Current residential address proof (If customer has changed his residence after receiving passport)
- Documents such as Conference or Seminar Registration Form / Brochure / Invitation Letter
- Copy of air ticket for Individual is a must. (For corporates ticket number is required)
- PAN card (Individual case)
- Form 15CA/CB (Or declaration on Tax liability)

E - Remittance for participation in international events/ competitions (towards training, sponsorship, and prizemoney)

- One time KYC documents as applicable for corporates
- Form A2 – Application cum declaration
- Photocopy of valid Passport (Photo page & address page etc) /Current residential address proof (If customer has changed his residence after receiving passport)
- Copy of Overseas Invitation Letter for participation in International events / competitions / details of training / details of sponsorship / documentary evidence of the prize money.
- Copy of air ticket for Individual is a must. (For corporates ticket number is required)
- Pan card (Individual case)
- Request letter from corporate
- Form 15CA/CB (Or declaration on Tax liability)

F - Film shooting:

- One time KYC documents for corporate (if applicable)
- Form A2 – Application cum declaration
- Copy of a valid Passport copy of all persons travelling as per the list provided
- Application on the company's letterhead for release of foreign exchange incorporating details as per the RBI guidelines.
- Detailed break-up of the cost and List of artists and technicians travelling for the shooting of the film
- Copies of Air ticket of all travelers
- CA Certificate with reference to the Statement of Accounts
- PAN card for all travellers
- Form 15CA/CB (Or declaration on Tax liability)

G - Medical treatment abroad:

- Form A2 – Application cum declaration
- Photocopy of valid passports and current residence address proof of patient and attendant
- Letter from the Doctor/Hospital suggesting the treatment abroad and the approximate cost from the overseas medical centre/hospital.
- Copies of Air ticket of all travelers
- Visa Copy
- PAN card

H - Disbursement of crew wages:

- One time KYC documents as applicable for corporates
- Form A2 – Application cum Declaration
- Photocopy of Captains valid Passport (Photo page & address page etc)/Current residential address proof (If customer has changed his residence after receiving passport)
- Any documented proof, that vessels in Indian port
- Wage Certificate from shipping company
- Corporate request letter with list of passengers for release of Forex
- CA certificate towards having permission by RBI towards disbursement of crew wages
- Company PAN card
- Form 15CA/CB (Or declaration on Tax liability)

I - Overseas education:

- Form A2 – Application cum Declaration
- Photocopy of valid Passport (Photo page & address page etc)/Current residential address proof (If customer has changed his residence after receiving passport)
- Copy of air ticket
- Visa Copy
- Photocopy of Form I – 20 mandatory for students studying in United States
- Photocopy of admission letter from overseas university/college indicating the date of commencement of the course, degree / diploma it leads to and the duration of the course
- Prospectus of the university indicating the fees for admission form or the course fee structure

J- Remittance under education tie-up arrangements with universities abroad:

- One time KYC document as applicable
- Form A2 - Application cum Declaration
- Letter from the institute in India giving relevant details of the amount to be remitted along with student name, passport number, examination fees amount & Pan number.
- Documentary from the Universities abroad for the amount to be remitted
- Copy of valid Passport of all the applicants
- Form 15CA/CB (Or declaration on Tax liability)
- In case of transaction taken on behalf of the student by parents, then ID and address proof of the said person should be verified, and copy obtained
- PAN card (Student or parents whoever making the payments)

K - Remittance towards fees for examination held in India and abroad and additional score sheets for GRE, TOEFL, etc.

- Form A2 - Application cum Declaration
- Admission Forms from Foreign University indicating the fees' structure
- Copy of OVD / Mandatory exam held abroad
- PAN card
- Air ticket

L - Employment and processing, assessment fees for overseas job applications

- Form A2 - Application cum Declaration
- Photocopy of Letter of Employment / Invoice from the overseas organization giving relevant details such as a processing / assessment fees, etc
- Photocopy of valid Passport (Photo page & address page etc)/Current residential address proof (If customer has changed his residence after receiving passport)
- Airline ticket
- Employment Visa
- PAN card
- Form 15CA/CB (Or declaration on Tax liability)

M - Emigration and emigration consultancy fees:

- Form A2 – Application cum Declaration
- Photocopy of valid Passport (Photo page & address page etc)/Current residential address proof (If customer has changed his residence after receiving passport)
- Copy of the Visa
- PAN Card
- Ticket Copy
- Voucher Invoice from the overseas organization for emigration consultancy fees
- Form 15CA/CB (Or declaration on Tax liability)

N - Skills/credential assessment fees for intending migrants:

- Form A2 – Application cum Declaration
- Photocopy of valid Passport (Photo page & address page etc)/Current residential address proof (If customer has changed his residence after receiving passport)
- Copy of letter / Invoice from the overseas organization giving relevant details such as a Skill / credential assessment fees, to the migrant
- PAN card

O - Visa Fees:

- Form A2 – Application cum Declaration
- Photocopy of valid Passport (Photo page & address page etc)/Current residential address proof (If customer has changed his residence after receiving passport)
- Documentary evidence for VISA fees payable
- PAN card
- Form 15CA/CB (Or declaration on Tax liability)

P – Processing fees for registration of documents as required by the Portuguese / other Governments:

- Form A-2 Application cum Declaration
- Photocopy of Passport (Photo page & address page etc)/Current residential address
- Letter from the Embassy mentioning the amount of fees
- PAN card

Q - Registration/ subscription/ membership fees to international organization:

- One time KYC documents as applicable for corporates
- Form A2 – Application cum Declaration
- Photocopy of a valid Passport or any Officially Valid document
- Invoice from overseas organization
- PAN card

Note:

Obtaining “Form 15 CA & CB” along with Forex transactions: In this regard, we have to inform you that as per the Income Tax Circular of June 2015, Form 15 CA/CB need not be obtained for following purposes of Forex Outward Remittance Transactions:

1. Remittance towards business travel.
2. Travel under Private Visit
3. Travel for pilgrimage.
4. Travel for medical treatment.
5. Travel for education.