Name of the Bank: Bank of America, National Association, India Branch

Process / Service	Documents required	Charges	Time for approval / processing	Approving Authority	Authority for Appealing against rejection/ for delay	Link of bank's website where the document / information is hosted
Import Payments – Advance Remittances	• Advance Remittance Request Letter duly signed by authorized signatories • Proforma Invoice / Purchase Order / Sales Contract with payment terms • BG/SBLC as applicable, for advance remittances outstanding > 10% of previous year imports • Import license details, in case of restricted goods	Advance payments 0.125% (min INR 3,000) Cable charges: • For Inland Transactions - N/A • For International transactions - Collected locally = INR 200 Collected overseas = USD 40 Courier Charges: • For International transactions - Foreign: As per DHL schedule Inland outstation: INR 100 Same city: INR 50 • For Inland transactions - Inland outstation: INR 100 Same city: INR 50 Postage / Airmail charges: • For Inland Transactions - N/A • For International transactions - INR 250	Subject to compliance checks & currency cut-off timings: Import Payment - if invoice count is < 5 - Same day if received by 12:00 PM Import Payment - if invoice count is > 5 < 25 invoices - Date of document submission to the Bank + 1 day Import Payment - If invoice count is > 25 invoices) - Date of document submission to the Bank + 2 days	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
Import Payments – Open Account (Goods)	• Request letter for direct remittance duly signed by authorized signatory • Commercial Invoice issued by the supplier • Bill of Entry • High Seas Sales (HSS) Agreement (if applicable) • Import license details (for restricted goods as per prevailing FTP) • Delay Payment Declaration: For delays exceeding 1 year as applicable. • For third party payments – underlying agreement / letter / invoice / Bill of Entry confirming relationship between both parties	For international transactions: Received through bank: 0.125% (min INR 3,000) Direct documents: 0.0625% (min INR 3,000) For Inland transactions: 0.125% (min INR 3,000) Cable charges: • For Inland Transactions - N/A • For International transactions - Collected locally = INR 200 Collected overseas = USD 40 Courier Charges: • For International transactions - Foreign: As per DHL schedule Inland outstation: INR 100 Same city: INR 50 • For Inland transactions - Inland outstation: INR 100 Same city: INR 50 Postage / Airmail charges: • For Inland Transactions - N/A • For International transactions - INR 250	Same as above	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
Import Payments – Open Account (Software Imports)	• Request Letter duly signed by authorized signature, confirming download of software • A2 form (as applicable) • Commercial Invoice from supplier • Form 145/146	Same as above	Same as above	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
Import – Collections	• Overseas Bank Cover letter • Invoice & Transport document (BL, AWB etc.) • Other documents like bill of exchange, packing list, certificate of origin etc. • Bill Acceptance - Accepted Bill of Exchange; or Acceptance Letter • Import Bill Payment - Debit authorization	Same as above	Same as above	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html

Import - Letter of Credit	1. Issuance of Letter of Credit • LC Application with debit authority, Non -Negative List (With HS Code) • Proforma Invoice / Purchase Order / Sales Agreement • Insurance policy from applicant (if applicable) • Declaration for Merchant Trade transactions (if applicable) • Import License (for restricted goods as per prevailing FTP) 2. Amendment to Letter of Credit • LC Amendment Application • Amended Purchase Order / Sales Agreement • Enhanced Insurance coverage, if applicable 3. Cancellation of Letter of Credit • Customer request letter • Beneficiary / Confirming Bank consent 4. Bill Lodgment (Presentation of documents by the Beneficiary) • Overseas bank covering letter • Invoice, transport document, Insurance Policy if applicable along with other documents like bill of exchange, packing list, certificate of origin etc. as specified in field 46A (documents required) under LC • Bill Acceptance - Accepted Bill of Exchange; or Acceptance Letter • Import Bill Payment - Debit Authorization	1. L/C Issuance: a) Commitment charge - 0.15% per month (min INR 2,500) b) Usance Charges - NIL 2. Amendment of L/C - general amendment: INR 1,500 3. Amendment of L/C - increase in amount or extension in validity: Same as L/C issuance (minimum INR 1,500) 4. Cancellation: INR 1,500 5. Payment Commission: 0.25% (min INR 1,000) - FX through another Bank 0.15% (min INR 1,000) - FX through BofA 6. Discrepancy Charge: USD 75 per drawing for international transactions & INR 4,500 for Inland Transactions 7.Countersigning/Co-accepting bill of exchange: 0.15% per month (min INR 1,500) Cable charges: • For Inland Transactions - N/A • For International transactions - Collected locally = INR 200 Collected overseas = USD 40 Courier Charges: • For International transactions - Foreign: As per DHL schedule Inland outstation: INR 100 Same city: INR 50 • For Inland transactions - Inland outstation: INR 100 Same city: INR 50 Postage / Airmail charges: • For Inland Transactions - N/A • For International transactions - INR 250 Reimbursement Fee: Import LC Bill Payment: USD 100 (on account of beneficiary) Documentary stamps/ Stamp paper/ Government duty: Actual, if applicable	Same day if received by 1:00 PM, subject to any LC text negotiation.	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
		For Inland transactions - 1. Outward Collection Handling Commission: 0.125% (min INR 3,000) 2. Forwarding exporting documents to another authorized dealer in India: INR 500 3. Purchase of Export Doc: INR 1,500 For International transactions - 1. Outward Collection Handling Commission: On Collection: 0.125% (min INR 3,000) Advance payment: 0.125% (min INR 3,000) 2. Forwarding exporting documents to another authorized dealer in India: INR 500				

Export bill under collection	• Customer request letter • Commercial invoice • Transport document • Insurance copy (if applicable) • Shipping bill details / Copy	3. Purchase of Export Doc: INR 1,500 Cable charges: • For Inland Transactions - N/A • For International transactions - Collected locally = INR 200 Collected overseas = USD 40 Courier Charges: • For International transactions - Foreign: As per DHL schedule Inland outstation: INR 100 Same city: INR 50 • For Inland transactions - Inland outstation: INR 100 Same city: INR 50 Postage / Airmail charges: • For Inland Transactions - N/A • For International transactions - INR 250	Same day if received by 1:00 PM, subject to Compliance Checks & Currency cutoff	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
Export bill regularization against advance payment	• Customer Request Letter • Commercial Invoice mentioning payment terms as advance payment • Status holder certificate (if applicable)	Same as above	Subject to compliance checks & currency cut-off timings: if invoice count is < 5 - Same day if received by 12:00 PM if invoice count is > 5 < 25 invoices - Date of document submission to the Bank + 1 day If invoice count is > 25 invoices) - Date of document submission to the Bank + 2 days	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
Export - Letter of Credit	1. Advising Letter of Credit • Original LC received from Issuing Bank/First Advising Bank 2. Confirmation of Letter of Credit - Customer request 3. Transfer of letter of credit • Customer request • Original Export Letter of Credit	1. Advising of L/C: For international transactions: Beneficiary account - INR 1,870 Applicant account - USD 60 For Inland transactions: INR 1,870 2. Confirmation of L/C: Per prior arrangement (min INR 5,000) 3. Amendment of L/C: Charges for beneficiaries: INR 1,335 Charges for applicants: USD 40 Increase amount or Extension: Same as confirming 4. Transfer L/C: INR 2,000 (including cost of 1 cable) 5. Amendment to Transfer L/C: INR 1,500 6. Amendment to Transfer L/C - Increase in amount: INR 1,500 Cable charges: • For Inland Transactions - N/A • For International transactions - Collected locally = INR 200 Collected overseas = USD 40	Same day if received by 1:00 PM, subject to any LC text negotiation.	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html

	4. Cancellation of Letter of Credit • Customer request • Original Export Letter of Credit	Courier Charges: • For International transactions - Foreign: As per DHL schedule Inland outstation: INR 100 Same city: INR 50 • For Inland transactions - Inland outstation: INR 100 Same city: INR 50 Postage / Airmail charges: • For Inland Transactions - N/A • For International transactions - INR 250 Reimbursement Fee: Import LC Bill Payment: USD 100 (on account of beneficiary) Documentary stamps/ Stamp paper/ Government duty: Actual, if applicable				
Merchanting Trade Transactions	1. Documents for Export leg • Request letter and declarations duly signed by authorized signatories requesting processing of the export leg under MTT • Export invoice raised on the buyer • Signed Bill of Lading (BL) / Airway Bill (AWB) evidencing shipment 2. Documents for Import leg • Debit Authority and declarations duly signed by authorized signatories requesting processing of the import leg under MTT • Import invoices raised by seller • Signed Bill of Lading (BL) / Airway Bill (AWB) evidencing shipment • Duly completed and signed Form A2 for remittance processing • Form 145/146	Import leg: For international transactions: Received through bank: 0.125% (min INR 3,000) Direct documents: 0.0625% (min INR 3,000) For Inland transactions: 0.125% (min INR 3,000) Export leg: For Inland transactions - 1. Outward Collection Handling Commission: 0.125% (min INR 3,000) 2. Forwarding exporting documents to another authorized dealer in India: INR 500 3. Purchase of Export Doc: INR 1,500 For International transactions - 1. Outward Collection Handling Commission: On Collection: 0.125% (min INR 3,000) Advance payment: 0.125% (min INR 3,000) 2. Forwarding exporting documents to another authorized dealer in India: INR 500 3. Purchase of Export Doc: INR 1,500 Cable charges: • For Inland Transactions - N/A • For International transactions - Collected locally = INR 200 Collected overseas = USD 40 Courier Charges: • For International transactions - Foreign: As per DHL schedule Inland outstation: INR 100 Same city: INR50 • For Inland transactions - Inland outstation: INR 100 Same city: INR 50 Postage / Airmail charges: • For Inland Transactions - N/A • For International transactions - INR 250	Import leg: Subject to compliance checks & currency cut-off timings: Import Payment - if invoice count is < 5 - Same day if received by 12:00 PM Import Payment - if invoice count is > 5 < 25 invoices - Date of document submission to the Bank + 1 day Import Payment - If invoice count is > 25 invoices) - Date of document submission to the Bank + 2 days Export leg: Same day if received by 12:00 PM, subject to Compliance Checks & Currency cutoff	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
		1. Issuance of Bank Guarantees/Standby L/C: Financial LC: 0.20% p.m. or part thereof (min INR 2,500) Performance LC: 0.15% p.m. or part thereof (min INR 2,500) 2. Amendment of Bank Guarantees / Standby L/C - General Terms: INR 1,000 3. Amendment of Bank Guarantees / Standby L/C - Change Amount / Expiry Date: Same as issuance for the difference (min INR 1,000)				

Issuance of Guarantees to support cross-border transactions	• Client Request Letter • Underlying documents like Contract, Invoice etc. as applicable	Cable charges: • For Inland Transactions - N/A • For International transactions - Collected locally = INR 200 Collected overseas = USD 40 Courier Charges: • For International transactions - Foreign: As per DHL schedule Inland outstation: INR 100 Same city: INR 50 • For Inland transactions - Inland outstation: INR 100 Same city: INR 50 Postage / Airmail charges: • For Inland Transactions - N/A • For International transactions - INR 250 Documentary stamps/ Stamp paper/ Government duty: Actual, if applicable	Same day if received by 1:00 PM, subject to any BG text negotiation. T + 2 days for issuances through partner banks.	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
Miscellaneous bank certificate (GR waiver, AD Code, etc)	Client Request Letter	INR 500 Cable charges: • For Inland Transactions - N/A • For International transactions - Collected locally = INR 200 Collected overseas = USD 40 Courier Charges: • For International transactions - Foreign: As per DHL schedule Inland outstation: INR 100 Same city: INR 50 • For Inland transactions - Inland outstation: INR 100 Same city: INR 50 Postage / Airmail charges: • For Inland Transactions - N/A • For International transactions - INR 250	Same day if received by 1:00 PM, subject to Compliance Checks & Currency cutoff	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
Outward Remittances - Services	• Duly authenticated debit authority from client • Copy of invoice /order/ contract, as applicable (including advances) • Duly authenticated Form A2 from client • Form 145/146, where applicable • Delay payment declaration (for invoices > 6months) if applicable • For LRS payments in addition to the above specified documents additional supporting documents required are Global ESOP plan and agreement, ESOP declaration and LRS details (applicable for employee contribution) • Additional supporting documentation including applicable invoice copy or invoice level information as per the relevant purpose of payment and extant FEMA guidelines, as applicable.	Foreign Wire Payment Repair / Manual / Return / Cancellation - INR 1,500 per item	Invoice count < 5 - T by 12 PM Invoice count > 5 and < 25 - T+1 Invoice count > 25 - T+2	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
Inward Remittances - Services	• Disposal instructions confirming the purpose code (as advised by RBI from time to time) and description of credit to be applied, along with FEMA declaration. • Supporting documentation as per the purpose of payment, as applicable. Export Declaration Form (EDF) is not required for cases where the value of services is less than INR 10 Lakhs.	International TT / Wire: (including FIRC / duplicate issuance charge) – Repair / Manual - INR 500 per item	Same day if disposal instruction is received by 1.00 PM	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html

Foreign Direct Investment	Inward Remittance - FDI, FCTRS, LLP Declarations, as applicable in prescribed format to be provided by Beneficiary for crediting inward into Bank Account. • For Company: Equity instruments should be issued within 60 days from the date of receipt of inward remittance, and the Indian company should report the issue in Form FC-GPR on the FIRMS portal within 30 days from the date of issue/allotment. • For Limited Liability partnership Firm - Form LLP-I is required to be filed on the FIRMS portal within 30 days from the date of receipt of the consideration. Outward Remittance – Documents for Remittance and Reporting of form FC-TRS on FIRMS Portal 1. Covering Letter – Remittance (Debit Authorization) and Form A2. 2. Form 145, 146 with UDIN or NOC from Tax authority (applicable only for transfer of shares from NR to R) 3. Valuation Report from Chartered Accountant or SEBI registered merchant Banker ninety days old as on the date of the transfer or issuance. (Date as on which fair valuation has been done / arrived (Company books/year), and not the date on which the valuation report is signed, shall be taken into consideration to ascertain the validity of the fair valuation)" 4. Buyer and Seller Consent letter 5. Relevant extracts of the transfer agreement. In case of sale/purchase on stock exchange, the contract note may be obtained, consent letters and transfer agreement not required. 6. Shareholding Pattern of the investee company after the acquisition of shares by a person resident outside India on the letterhead of the investee company. 7. Board Resolution of Buyer & Seller 8. Registration letter issued by RBI/AD acknowledgment in case of FCTRS. (applicable only for transfer of shares from NR to R) 9. Additional document: Certified copy of NCLT approval in case of capital reduction (applicable only for transfer of shares from NR to R) 10. Declaration from the nonresident transferor or transferee in RBI prescribed format 11. Swift Copy/outward remittance advice along with Extract of Bank statement (applicable only for transfer of shares from NR to R) To be uploaded while reporting on portal 12. FIRC and KYC of the remitter/investor. (Applicable for transfer of shares from R to NR) 13. Documents evidencing Date of transfer of shares from Resident to NR or vice versa. 14. In case of transfer of capital instruments of a company in the financial sector from a resident to a person resident outside India, 'fit and proper/ due diligence' requirement as regards the non-resident investor as stipulated by the respective financial sector regulator should be obtained. Outward Remittance - Documents for Remittance and Reporting of form LLP-II on FIRMS Portal - For disinvestment / transfer of capital contribution or profit share. 1. Covering Letter – Remittance (Debit Authorization) and Form A2. 2. Form 145, 146 with UDIN or NOC from Tax authority (applicable only for transfer of capital/Profit/Disinvestment from NR to R) 3. Valuation Report from Chartered Accountant or SEBI registered merchant Banker ninety days old as on the date of the transfer or issuance. (Date as on which fair valuation has been done / arrived (Company books/year), and not the date on which the valuation report is signed, shall be taken into consideration to ascertain the validity of the fair valuation)"	NIL	Same day subject to document clearance	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html

	4. Buyer and Seller Consent letter with Pricing Guidelines declaration by Buyer 5. Relevant extracts of the transfer/LLP agreement. 6. Pre & Post Shareholding Pattern of the investee company/LLP on the letterhead of the investee LLP. 7. Registration letter issued by RBI/AD acknowledgment of LLP-1 Reporting to RBI 8. Declaration from the nonresident transferor or transferee in RBI prescribed format 9. Swift Copy/outward remittance advice along with Extract of Bank statement (applicable only for transfer of capital/Profit/Disinvestment from NR to R). To be uploaded while reporting on portal. • Timelines: Form LLP-II: Transfer/disinvestment involving capital contribution or profit share of an LLP between a resident and non-resident shall be reported on the FIRMS portal within 60 days from the date of receipt/remittance of consideration or the date of transfer, whichever is earlier. List of documents for repatriation on Foreign Portfolio Investment in Indian company – 1. Remittance Application Form with Form A2 and FEMA Declaration 2. Form 145 and 146 with UDIN 3. Documentary evidence to confirming inward received for investments in Alternative investment funds, listed debt instruments (e.g. Equity, Mutual funds, Government bonds; corporate bonds, etc.) 4. Documentary evidence (Contract note/ Calculation from Chartered accountant with UDIN) confirming arrival of remittable amount. 5. Declaration from sponsor or manager or investment manager confirming the sale / transfer / acquisition /redemption of units are in accordance with the regulations framed by SEBI or the directions issued by the RBI as amended from time to time.					
	Outward remittance documentation - Checklist for investment under Overseas Investment scheme (ODI). 1. Covering declaration for compliance with Overseas investment Rule 2022 and details of Transaction. 2. Request letter for remittance with complete details like beneficiary name/beneficiary bank, Account Number, SWIFT Code, with Duly completed A2 form. 3. Duly filled Form FC (Section A to E). 4. Initial Investment - Memorandum of Association of document confirming the subscription details. 5. Certified copy of Board Resolution for setting up of the Foreign entity (JV/WOS). 6. In case of partial acquisition/full acquisition/subsequent remittance/SWAP of shares in existing foreign company, valuation of the shares of the company shall be made by a Category I Merchant Banker registered with SEBI or an Investment Banker / Merchant Banker outside India registered with the appropriate regulatory authority in the host country necessarily if the investment is more than USD 5 million. For investments below USD 5 million it can be a Chartered Accountant or a Certified Public Accountant a. Valuation report to mention that the valuation is as per an internationally accepted pricing methodology and subject to a price arrived on an arm's length basis. b. Valuation report must be certified on a date not exceeding 90 days prior to the date of the remittance. 7. Share-purchase agreement in case of acquisition. 8. Certificate of incorporation. (Applicable only for initial investment in a newly formed JV/WOS) 9. Copy of SBLC/Guarantee deed in case of reporting of issuance of guarantees					

Overseas Direct Investment	10. In case the investment is in an overseas entity, which is engaged in the financial sector, documents ensuring compliance with para 21 (7) A.P. (DIR Series) Circular No.12 dated August 22, 2022as amended from time to time should be obtained. 11. Deferred payment – Agreement to be submitted specifying the parties involved in transaction, the foreign securities equivalent to the amount of total consideration shall be transferred or issued upfront by the seller to the buyer. 12. Copy of Loan Agreement (wherever applicable). Timelines: An Indian entity making ODI/financial commitment should submit Form FC (Section A to E) of the transaction on or before the date of making the financial commitment. Outward remittance documentation - List of documents for an Overseas Portfolio Investment by listed Indian entity in overseas listed instruments 1. Debit authority and Form A2 2. Extract of host country regulation confirming funds are remitted to brokers overseas for purchase shares on stock exchange. 3. Copy of Board resolution approving the purchase on overseas stock exchange. 4. Certificate from CA confirming Overseas Portfolio investment does not exceed fifty percent of its net worth as on the date of its last audited balance sheet. 5. Declaration that Contract note & extract of DEMAT statement will be submitted confirming foreign securities equivalent to the amount of total consideration shall be transferred or issued. 6. Declaration from Indian company that Form OPI will be reported within 60 days from end of half year and the current remittance for Portfolio investment is not made in i. any unlisted debt instruments; or ii. any security which is issued by a person resident in India who is not in an IFSC; or iii. any derivatives unless otherwise permitted by Reserve Bank; or iv. any commodities including Bullion Depository Receipts (BDRs). 7. Money market instruments (Commercial paper) rated not below investment grade; residual maturity of less than one year and rated at least as AA (-) by Standard & Poor / FITCH IBCA or AA3 by Moody's. Timelines: OPI: Report overseas portfolio investments/disinvestments in Form OPI on a half-yearly basis within 60 days from the end of March/September through the designated AD Bank. For ESOP/EBS transactions qualifying as OPI, reporting shall be undertaken by the Indian employer/company/branch/office, as applicable.	NIL	Same day subject to document clearance	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html
External Commercial Borrowing.	Outward Remittance towards principal and interest in ECB 1. Remittance Application Form 2. FEMA Declaration and Form A2 3. Copy of invoice/ debit note (Principal repayment should be as per the repayment schedule as per Form ECB and in case of interest payment, the debit invoice should incorporate the detailed computation of the transaction). 4. Form 145 and 146 along with UDIN 5. If BOA is not the AD bank, NOC from the AD bank confirming compliance with ECB regulations. Timelines: Reporting • Form ECB-1 / LRN: Borrower must submit Form ECB-1 through the designated AD Bank and obtain LRN from RBI before any drawdown of ECB. • Form ECB-2: Borrower should report the applicable ECB transactions monthly, within 7 calendar days from the close of the month in which ECB proceeds are received or debt servicing is undertaken. • Revised Form ECB-1: Any permitted change in the ECB terms and conditions should be reported through Revised Form ECB-1 within 7 calendar days from the end of the month in which the change takes effect	NIL	Same day subject to document clearance	Manager/ Assistant Vice President and above	Nodal Officer	https://business.bofa.com/in/en/about-us/regulatory-legal-and-policy-documents.html