पंजाबएण्डसिंधबैंक
(भारतसरकारकाउपक्रम)
प्र. कार्या. विदेशीमुद्राविभाग,
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ੴ ਸ੍ਰੀ ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫ਼ਤਹਿ
पंजाब एण्ड सिंध बैंक
(भारत सरकार का उपक्रम)
जहाँ सेवा ही जीवन - ध्येय है

Punjab & Sind Bank
(A Govt. Of India Undertaking)
H.O. Foreign Exchange Dept.,
21, Rajendra Place,
New Delhi. 110008
Email: ho.fex@psb.bank.in

Document checklist for Processing Inward Remittances

The basic documents required for inward transactions include Invoice Copy, Agreement Copy, etc. for trade related transactions. However, depending upon the nature and purpose of the inward remittance, the Bank may seek additional supporting documents/information from the customer.

a. Retail Inward Remittances

Retail inward remittances generally refer to inward remittances received by individuals where post-transaction documentary evidence is ordinarily not required for closure or realization of the transaction i.e. Personal Gifts & Donations, Inward remittance from Indian non-residents towards family maintenance and savings, Compensation of employees, Inward remittance of interest income/ dividend on account of Portfolio Investment made abroad etc.

i. Retail Inward remittances upto USD 1,000.00 or its equivalent

In case of clean remittances, such as remittances towards maintenance of close relatives, amount received from Google/Facebook towards advertising income, etc, for resident as well as non-resident individual customers (where Account Type is Saving Account and Constitution is individual/Jt. individual), shall be processed without disposal instruction/ any documents, provided all information required for crediting the remittance to beneficiary account is available in the SWIFT message and there is no prior instruction from the beneficiary to not to convert the amount.

ii. Retail Inward remittances exceeding USD 1,000.00 or its equivalent shall be processed on receipt of disposal instruction and FEMA declaration.

The following documents shall be obtained for processing the retail inward remittances exceeding USD 1,000.00 and above.

c	Documents required
1.	Disposal instructions in prescribed format
2.	**Supporting Documents (illustrative) depending on the nature of transaction (in case details not available in SWIFT message)**. **i.** Relationship Proof/ Declaration **ii.** Employment Proof/Salary Advice **iii.** Investment proof/ Dividend or Interest Advice **iv.** Anyother supporting documents to the satisfaction of AD

b. Inward Remittance towards receipt of Export Proceeds

i. Advance against Export of Goods &Services:

Sr.No.	Documents required
1.	Disposal instructions in prescribed format
2.	**Supporting Documents (illustrative) depending on the nature oftransaction**. **i.** Underlying contract/ Proforma Invoice/ Invoice etc. evidencing payment terms as Advance **ii.** Any other supporting documents to the satisfaction of AD

iii. Inward remittances towards other Trade Transactions (MTT)

Sr.No.	Documents required
1.	Disposal instructions in prescribed format
2.	**Supporting Documents (illustrative) depending on the nature of transaction**. **i.** Underlying contract/ Proforma Invoice/ Invoice etc. **ii.** Any other supporting documents to the satisfaction of AD