

From: - _____ _____ _____ _____	To: - VIJAYA BANK _____ _____ _____
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Date: -

Dear Sirs,

Sub: Application for release of Foreign Exchange for Travel Abroad for business purpose

We are sponsoring the following person (s) for travel abroad for the purpose of _____. We request you to release the foreign exchange to the said person(s) as per the present exchange control regulations. The requisite particulars of the travel are furnished hereunder [Please see note below: -

1	Name (s), designation, nationality and address of the person (s) sponsored	
2	Passport No	
	Date of Issue	
	Place of Issue	
	Date of expiry	
3	Country/ies to be visited / emigrated	
4	Duration of visit (country-wise) / training	
5	Foreign exchange required for each person	
	Currency Notes	
	Travel Cheques	
	Draft	
	Total	
6	Travel ticket number	
	Date of booking	
	Name of the Airlines/ Shipping /Transport Co.	
	Date of commencement of Journey	
7	Details of training /study tour undertaken	
8	Name & Address of the overseas organisation /institution offering the training	

Note: -

If more than one person is being sponsored, please provide the above details for each person separately by way of Annexure.

The above named persons will submit the Form A-2, passport (s) and the Journey ticket (s) to you at the time of availing the foreign exchange.

We hereby declare that:

- (i) The information furnished above is true and correct.
- (ii) The above expenses are borne by us.
- (iii) The transaction, the details of which are specifically mentioned hereinabove, does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the Foreign Exchange Management Act, 1999 or of any rule, regulation, notification, direction or order made there under.
- (iv) I / we agree and undertake to give such information /documents as will reasonably satisfy you about this transaction in terms of the above declaration
- (v) I/We also understand that if I/ we refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the Bank shall-refuse in writing, to undertake 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.
- (vi) The undersigned has /have the authority to give this declaration and undertaking on behalf of the firm /Company

The Rupee equivalent of the above amount together with your charges may please be debited to our Current/OD/CC/ VFEX A/c. No: _____ with you under advice to us.

Thanking you,

Yours faithfully,

[SIGNATURE]