



## APPLICATION FOR PAYMENT INSTRUCTION

Branch : .....

Date : .....

Please execute the payment instruction as per following details :

Request for transfer by :  SWIFT/TT     DRAFT     MANAGER'S CHEQUE

Name of Applicant : .....

Address : .....

Phone : .....

Currency : ..... Amount In figure : ..... Amount in words : .....

**Beneficiary's Name** : .....

Address : ..... City : ..... Country : .....

E-mail : ..... Phone : ..... Fax : .....

**Beneficiary Bank's Name** : .....

Address : ..... Branch : .....

SWIFT code : ..... ABA/IBAN .....

**Intermediary Bank Name** : .....

Address : .....

A/C No. : ..... Branch : ..... Country : .....

Special Instruction : .....

Purpose of Transfer : .....

Paid by :  Cash

Current/Saving A/C No. : .....

I have read and understood the terms and conditions on the reverse of this payment order request.

.....  
**Applicant's Signature**

**Official Stamp (if required)**

**For Bank's use Only**

Transaction Ref. No. .... Date : .....

CCY :	EX. Rate	NRs.
Fee/Commission	Rate	NRs.
SWIFT Charge		NRs.
Others		NRs.
<b>Total :</b>		NRs.

.....  
**Prepared By**

.....  
**Authorized By**

# TERMS AND CONDITIONS

## 1. GENERAL

- 1.1 The customer shall be responsible for the accuracy of the information given in this application form  
1.2 Agree to declare the source of funds if the amount exceeds Rs. 1,000,000.00 in case of transfer for/in favour of individuals.

## 2. DOCUMENTS REQUIRED

### 2.1 Draft/TT Transfer in Indian Rupees against Local accounts of Nepali individuals/firms.

- Performa Invoice

### 2.2 Draft/TT transfer in Convertible Foreign Currency against local accounts of nepali firms.

#### 2.2.1 Wool Import form Tibet autonomous region of China :

- The Contract duly certified by embassy of PR China of Nepal Trans Himalayan Trade Association
- NRB BI.BI.NI form No.3 (Kha) .
- Firm registration certificate.
- Income Tax Certificate, renewed and valid for the current fiscal year.
- Custom paid Receipt
- Pragyapan Patra

#### If wool already imported, credit basis- Customs paid Receipt and Pragyapan Patra 2.2.2 import of other goods from Tibet-Autonomous region of China (Maximum allowed-USD 30,000.00)

- Performa invoice/Invoice with unit price, quantity, description of goods(s), Country of origin and the Harmonic code.
- NRB BI.BI.NI. Form No. 3 (Kha).
- Firm registration certificate.
- Income Tax Certificate, renewed and valid for the current fiscal year.
- Custom paid Receipt
- Pragyapan Patra

### 2.3 Import of goods from abroad (except India and Bhutan)

#### 2.3.1 As advance payment.

- Performa Invoice/Contract with unit price, description of goods(s), Country of Origin and the Harmonic code. Import through TIA only. Amount should not exceed USD 30,000.00
- NRB BI.BI.NI. Form No. 3 (Kha).
- Firm registration certificate.
- Income Tax Certificate, renewed and valid for the current fiscal year.

#### 2.3.2 Transfers allowed against local rupees accounts of Nepali Individuals without NRB approval

For Subscription education, seminars and trainings.

- Performa Invoice/Invoice from the beneficiary, which must be a firm/company.

#### 2.4 Against convertible foreign currency account held by foreign nationals and companies as general remittances.

- Performa Invoice/Invoice from the beneficiary.

**Note :** For all transfers other than mentioned above, against local rupees accounts of Nepali firms/individuals requires prior NRB approval.