TAMILNAD MERCANTILE BANK LTD.,

INTERNATIONAL BANKING DIVISION

FRAMEWORK FOR CROSS BORDER TRANSACTIONS

Introduction

Tamilnad Mercantile Bank Ltd offers various types of cross-border transactions to our customers.

Cross-border transactions are governed by various regulations and the Internal guidelines of our Bank.

The document outlining the process followed by our bank for cross border transactions is attached herewith.

Process

International Banking Division (IBD) is the nodal point for all the cross-border transactions.

All the cross-border transactions are being processed centrally at our Forex Processing Centre (FPC), Chennai.

Turn around Time:

In real time, the Bank is processing all cross-border transactions on the same business day if the requests, required documents / clarifications are received on or before 3.30 pm. If the requests, documents / clarifications received after 3.30 pm on a business day, the same will be processed on the immediate next business day.

In very exceptional circumstances processing it may take a little longer. Nonetheless, the Bank will make every possible effort to process the transactions at the earliest.

Documentation:

Each cross-border transaction is case specific. Therefore, depending on the nature of the transaction, the Bank may seek additional documents / clarifications for processing the request. However, FEMA declaration is obtained by the Bank invariably from our customers for the all the cross-border transactions.

Charges:

For the charges related to the cross-border transactions, customers shall find them in the "Member Banks Card Rates" in the FEDAI website

Grievance Redressal Mechanism:

In case of any queries / clarifications / complaints, the customer may write to our customer service cell (customerservice@tmbank.in).

IMPORT

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Documentation Requirement	Process Flow	Turnaround Time
i. Foreign Letter of Credit [Including Amendment]		
1. FLC opening form duly filled and signed / FLC Amendment request along with the proforma invoice / contract. 2. Other related documents and information in respect of FLC opening stipulated in the credit sanction terms and conditions	1. Branches forward the request to Forex Processing Centre [FPC] for opening the FLC / Amendment along with the scanned copies of all the documents submitted by the importer. 2. FPC scrutinizes the documents and ensures compliance with regard to sanction terms & conditions, availability of limit for issuance of FLC, UCPDC and other regulations. 3. Upon satisfactory compliance, FPC opens the FLC in CBS and transmits the same to SWIFT Centre at IBD. 4. The SWIFT center at IBD will transmit SWIFT. 5. The SWIFT center shares the transmitted LC / LC Amendment copy to the FPC. FPC forwards the same to the Branches for onward transmission to the importer.	Within one business day after submission of the complete set of required documents / clarifications.

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Documentation requirement	Process Flow	Turnaround Time
ii. Import Document received under Foreign Letter of Credit (FLC)		
1. Full set of documents drawn under our FLC.	1. The branch transmits the copy of the entire set of documents to FPC. 2. FPC scrutinizes the documents and ensures compliance with the FLC terms and conditions. 3. If the documents are found to be compliant, FPC lodges the documents in CBS and the intimation is shared to the customer through the concerned branch. 4. In the case of an Usance Bill, the acceptance for payment on the due date is obtained from the importer and the acceptance message is transmitted to the beneficiary bank through SWIFT. 5. If the documents are found to be discrepant, a SWIFT message is transmitted to the overseas bank by FPC intimating the discrepancy/ies. A copy is of the message is shared with the importer. 6. Upon acceptance of the discrepancies by the importer the document is lodged in CBS by FPC. In case of a Usance Bill, the acceptance for payment on the due date is obtained from the importer and the acceptance message is transmitted to the beneficiary bank through SWIFT. 7. If the discrepancies have not been accepted by the importer, a SWIFT message is transmitted by the FPC to the beneficiary bank asking for disposal instructions.	Scrutinising time: Within one business day after receipt of full set of documents.

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	8. The documents received from the overseas bank, are released to the importer upon payment, in case of sight bills and upon acceptance in case of usance bills by the respective branches. 9. In case of sight bills the payment is made to the beneficiary bank within the stipulated period. 10. In case of a usance bill, the payment is made on the due date after obtaining the related Bill/s of Entry from the importer. 11. The payment is transmitted through SWIFT after ensuring all compliances.	

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Documentation requirement	Process Flow	Turnaround Time
iii. Import Bills received under collection:		
1. Full set of documents pertaining to the import bill received for collection.	1. The branch transmits the copy of the entire set of documents to FPC. 2. FPC scrutinizes the documents, ensures compliance with URC and other regulatory & internal guidelines and lodges the documents in CBS. 3. Intimation of lodgement is sent to the branches for onward transmission to the importers. 4. If the presentation is not compliant with the guidelines, a SWIFT message is transmitted to the overseas bank intimating our inability to handle the document, mentioning the reasons. 5. The documents are released to the importer upon payment in case of sight bills and upon acceptance in case of usance bills by the respective branches. 6. In case of usance bill, the payment is made on the due date after obtaining the related Bill of Entry from the importer. 7. The payment is transmitted through SWIFT after ensuring all compliances.	Scrutinising time: Within one business day after receipt of full set of documents.

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Documentation requirement	Process Flow	Turnaround Time
iv. Merchanting Trade		
1. Entire set of documents pertaining to the merchant trade covering the import leg as well as the export leg.	1. The branch transmits the copy of the entire set of documents to IBD. 2. IBD scrutinizes the documents and accords approval after ensuring compliance to the extant RBI guidelines on MTT and the Bank's internal guidelines. 3. FPC processes the MTT upon receipt of the approval from IBD. 4. IBD diarizes the time lines in order to have a follow up for settlement of both the legs within the timelines stipulated by RBI.	Within one business day after submission of the complete set of required documents / clarifications.

Documentation requirement	Process Flow	Turnaround Time
v. Advance remittances for Import		
1. Proforma Invoice / contract 2. Request letter from the importer. 3. Credit opinion report about the overseas seller from the credit information agencies. 4. Any other required document/s.	1. The branch transmits the copy of the entire set of documents to FPC. 2. FPC processes the request in accordance with internal guidelines and other regulatory requirement and transmits the request to IBD. 3. IBD ensures compliance with payment related norms including internal approval for advance remittance exceeding USD 100000 along with regulatory guidelines. Upon satisfying with the request, IBD accords permission for the advance remittance. 4. The payment is transmitted through SWIFT after ensuring all compliances.	Within one business day after submission of the complete set of required documents / clarifications.

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Documentation requirement	Process Flow	Turnaround Time
vi. Outward remittances for Import [Direct receipt of import document by the importer]		
1. Request letter from the importer to handle the import document and to make the remittance. 2. Copies of full set import documents along with the related Bill of Entry/ies. 3. Credit opinion report about the overseas seller from the credit information agencies in case the value of the import bill as per RBI norms / internal guidelines.	1. The branch transmits the copy of the entire set of documents to FPC 2. FPC processes the request in accordance with internal guidelines and other regulatory requirement and forwards it to IBD. 3. IBD ensures compliance with payment related norms including internal approval and other regulatory guidelines prevailing then and there. Upon satisfying the all condition, IBD permits remittance. 4. The payment is transmitted through SWIFT after ensuring all compliances.	Within one business day after receipt of full set of documents.

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Documentation requirement	Process Flow	Turnaround Time
vii. Request for Buyers credit / Trade Credit Issuance [SBLC]		
1. Request letter from the Importer for availing Buyers Credit / Trade Credit for Import (For documents received under FLC and under collection basis) 2. Quote given by the Overseas Bank for providing buyer's credit 3. SBLC format provided by the Overseas Bank.	1. Branch submits the request letter of the importer along with all the required documents to FPC atleast three days prior to the due date of the Import Bill. 2. FPC processes request in accordance with internal guidelines and other regulatory requirements and forwards it to IBD. 3. IBD ensures compliance of the prevailing regulatory guidelines with regard to SBLC. 4. The SBLC is transmitted through SWIFT after ensuring all compliances .	Within one business day after submission of the complete set of required documents / clarifications.

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EXPORT

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Documentation requirement	Process Flow	Turnaround Time
i. Export Bills sent on collection basis.		
1. All the original documents viz. Bill of Exchange, Invoice, Packing List, Certificate of Origin, Bill of Lading / Airway Bill / Truck Receipt etc., Shipping Bill or any other relevant document/s alongwith the copy of the contract. 2. Request letter from the exporter in their letter head mentioning their collection instructions and the address of the overseas bank to whom all the documents have to be sent.	1. Branch submits scanned copies of all the documents including the request letter submitted by exporter to FPC. 2. FPC scrutinizes all the documents and ensures all compliances including URC. 3. FPC lodges the documents in CBS. 4. Upon lodgment of the documents by FPC, the concerned branch forwards all the documents to the overseas bank for collection.	Within one business day after furnishing the complete set of documents / clarifications

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Documentation requirement	Process Flow	Turnaround Time
ii. Export Bills Purchase / Discount		
1. All the original documents viz. Bill of Exchange, Invoice, Packing List, Certificate of Origin, Bill of Lading / Airway Bill / Truck Receipt etc., Shipping Bill or any other relevant documents/s along with the copy of contract with a request to purchase / discount the documents. 2. Request letter from the exporter on their letter head along with their collection instructions and address of the overseas bank to whom all the documents have to be sent. 3. Any other document as required in the credit sanction terms and conditions.	1. Branch submits scanned copies of all the documents including the request letter submitted by exporter to FPC. 2. FPC scrutinizes the documents and ensures all compliance including credit sanction terms & conditions and URC. 3. FPC lodges the documents in CBS and invokes the purchase / discount option in CBS and the proceeds are credited to the account of exporter account by FPC after adjusting the pre-shipment credit extended, if any. 4. The concerned branch forwards all the documents to the overseas bank for collection.	Within one business day after furnishing the complete set of documents / clarifications

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Documentation requirement	Process Flow	Turnaround Time
iii. Export Bills Negotiation		
1. All the documents as required in the Letter of Credit (LC) and the original LC. 2. Request letter from the Exporter to Negotiate the Documents. 3. Any other document as required in the credit sanction terms and conditions.	1. Branch submits scanned copies of all the documents including the request letter submitted by exporter to FPC. 2. FPC scrutinizes the documents and ensures that the submission complies with the LC terms. 3. FPC lodges the documents in CBS and invokes the Negotiation option in CBS and the proceeds are credited to the account of exporter account by FPC after adjusting the pre-shipment credit extended, if any. 4. The concerned branch forwards all the documents as per LC terms.	Within one business day after furnishing the complete set of documents / clarifications

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Documentation requirement	Process Flow	Turnaround Time
iv. Realisation of Export Bill		
1. Receipt of the realisation proceeds.	1. IBD intimates the realization to the FPC and the respective Branches for intimation to the exporter. 2. FPC realizes the export bill in CBS. 3. If no finance has been given, then the proceeds are credited to the exporters account by FPC. 4. If post shipment finance has been extended to the concerned bill, it is liquidated first with the proceeds and the remaining amount is credited to the exporters account by FPC. 5. Branches provide the realization advice to the exporter.	On the same day of receipt of the realisation message.

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Documentation requirement	Process Flow	Turnaround Time
v. Advance remittances received for Exports		
1. Receipt of the remittance. 2. Request letter by the exporter to credit the proceeds, along with the copy of the contract / proforma invoice. 3. Other relevant documents if any	1. IBD intimates the receipt of remittance to FPC and the concerned Branches for intimation to the exporter. 2. Branch submits the request letter of the customer along with all the required documents to FPC. 3. FPC processes the request in accordance with internal guidelines. 4. Proceeds are credited to the exporter's account as per their request. 5. Branches to provide the advice for the inward remittance to the exporters.	Within one business day after furnishing the complete set of documents / clarifications

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Documentation requirement	Process Flow	Turnaround Time
vi. Miscellaneous Export Bill[Handling of Export bill under Advance Remittance received]		
1. Copy of the entire set of export documents with a request to adjust the shipping bill with the advance remittance received earlier. 2. Any other relevant documents	1. Branch submits the request letter of the customer along with all the required documents to FPC. 2. FPC processes the request in accordance with internal guidelines and adjusts the inward remittance against the shipping bill submitted. 3. Necessary advice is provided by the branch to the exporter.	Within one business day after submission of the complete set of required documents / clarifications.

REMITTANCES

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Documentation requirement	Process Flow	Turnaround Time
i. Inward remittances other than exports		
1. Receipt of remittance. 2. Request letter from the customer to credit the proceeds to their account along with the required documents	1. IBD intimates the receipt of remittance to FPC and the concerned branches for intimation to the customer. 2. Branch submits the request letter of the customer along with all the required document to FPC. 3. FPC processes the request in accordance with internal guidelines and other regulatory requirement and credit the proceeds into the customer's account. 4. The credit advice is given to the customer by the branch.	Within one business day after furnishing the complete set of documents / clarifications

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Documentation requirement	Process Flow	Turnaround Time
ii. Inward remittance for Foreign Direct Investment [FDI]		
1. Receipt of remittance. 2. Request letter from the customer along with required documents.	1. IBD intimates the receipt of remittance to FPC and the concerned branches for intimation to the customer. 2. Branch submits the request letter of the customer along with all the required documents to IBD. 3. IBD ensures compliance with regard to FDI norms and other prevailing regulatory guidelines. Upon satisfying with the all compliances, IBD permits FPC to process the remittance. 4. FPC processes the request and the branches provide the credit advice to the customer. FPC will provide the FIRC to the customer.	Within 2 business days after furnishing the complete set of documents / clarifications

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Documentation requirement	Process Flow	Turnaround Time
iii. Outward remittances other than Import including repatriation from NRE and FCNR (B) Accounts		
1. Request letter from the Customer 2. Any other required documents relevant to the request 3. Form 145 and 146 if applicable	1. Branch submits the request letter of the customer along with required documents to FPC. 2. FPC processes the request in accordance with internal guidelines and other regulatory requirements and forwards it to IBD. 3. The payment is transmitted through SWIFT after ensuring all compliances.	Within one business day after submission of the complete set of required documents / clarifications.

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Documentation requirement	Process Flow	Turnaround Time
iv. Outward remittances under LRS (including ODI or OPI or Capital Account Transactions sent by Resident Individuals)		
1. Request letter from the Customer 2. Form A2 3. Any other required documents / agreement relevant to this request 4. Form FC in the prescribed format of RBI in case of ODI. 5. Declaration in case of OPI.	1. Branch submits the request letter of the customer along with required documents to FPC. 2. FPC processes the request in accordance with internal guidelines and other regulatory requirement and forwards it to IBD. 3. IBD ensures compliance with payment related norms including internal approval and other regulatory guidelines prevailing then and there. 4. The payment is transmitted through SWIFT after ensuring all compliances.	Within one business day after submission of the complete set of required documents / clarifications.

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Documentation requirement	Process Flow	Turnaround Time
v. Outward Remittance by NRI out of proceeds from NRO account		
1. Request letter from the NRI 2. Any other related documents relevant to this request 3. Form 145 and 146.	1. Branch submits the request letter of the customer along with required documents to FPC. 2. FPC processes request in accordance with internal guidelines and other regulatory requirements and forwards it to IBD. 3. The payment is transmitted through SWIFT after ensuring all compliances.	Within one business day after submission of the complete set of required documents / clarifications.

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Documentation requirement	Process Flow	Turnaround Time
vi. Request for ODI		
1. Request letter from the Customer in their letter Head along with all the required documents. 2. Form FC in RBI prescribed format.	1. Branch submits the request letter of the customer along with all the required document to IBD. 2. IBD ensures compliance with regard to ODI norms and other prevailing regulatory guidelines. Upon satisfying with the all condition, IBD permits for the remittance. 3. ODI shall be processed by FPC upon receipt of the permission from IBD. 4. The payment is transmitted through SWIFT after ensuring all compliances.	Within 2 business days after furnishing the complete set of documents / clarifications