Name of the Bank: **Bombay Mercantile Co-operative Bank Ltd.**

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
Outward Remittances – LRS (	Form A2For education university call letters a	- 0.29% + GST on Invoice Value - Minimum ₹ 500 + GST - Maximum upto ₹ 10000 + GST - Power for Reduction of Maximum charges upto ₹ 2500 with AGM and further reduction with MD.	within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Advance Remittances towards Import	Form A1 Proforma Invoice/Sales Contract	- 0.29% + GST on Invoice Value - Minimum ₹ 500 + GST - Maximum upto ₹ 10000 + GST - Power for Reduction of Maximum charges upto ₹ 2500 with AGM and further reduction with MD. - Swift Charges ₹ 750 + GST	within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Import Settlement transactions with Bill of Entry submission	Form A1, Commercial Invoice Bill of Lading or transport documents, Bill of Entry Extension of Bill Of Entry request if any	- 0.456% + GST on Invoice Value - Minimum ₹ 750 + GST - Maximum upto ₹ 10000 + GST - Power for reduction for of maximum charges upto ₹ 2500 with AGM and further reduction with MD. - Swift Charges ₹ 750 + GST	within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Merchanting Trade Transactions	Form A2 Invoice/Sales Contract – both export and import leg Bill of lading or Transport Document	- 0.145% + GST on invoice value - Minimum ₹ 750 + GST - Maximum upto ₹ 10000 + GST - Power for Reduction of Maximum Charges upto ₹ 2500 with AGM and further reduction with MD. - Swift Charges ₹ 750 + GST	within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php

Name of the Bank:	**Bombay Mercantile Co-operative Bank Ltd.**					
Service Payments including shipping, freight and transportation related payments	Form A2 Invoice raised by beneficiary Agreements between remitter and beneficiary For shipping, freight and transportation payments, Copy of Bill of Lading/AWB – the roles and responsibilities of remitter and beneficiary to be evident from the document. Form 145. Form 146,	- 0.145% + GST on invoice value - Minimum ₹ 750 + GST - Maximum upto ₹ 10000 + GST - Power for Reduction of Maximum Charges upto ₹ 2500 with AGM and further reduction with MD. - Swift Charges ₹ 750 + GST	within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Other trade related payments like commission on exports, refunds on export, repayment of trade credits etc.	Form A2 Invoice raised by beneficiary Agreements between remitter and beneficiary Shipping Bill and Invoices for the underlying export transactions. (Details pertaining to remittance transaction to be evident in the underlying shipping bill and/or agreement for commission and refund payments.) Documentation of surrender of export incentives as applicable (for refund transactions) Form 145 and Form 146 as per applicability. Any other documentation/ undertaking that may be called from the client due to factors governing the imported commodity/ jurisdictions involved/terms of contract or invoice/ perceived risks on the transaction as the case may be. Case specific documentation requirements	- 0.145% + GST on invoice value - Minimum ₹ 750 + GST - Maximum upto ₹ 10000 + GST - Power for Reduction of Maximum Charges upto ₹ 2500 with AGM and further reduction with MD. - Swift Charges ₹ 750 + GST	within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Capital account transactions in the account of non-individual clients.	Form A2 Invoices and agreements Meeting RBI reporting requirements is a pre-condition Form 145 and Form 146 as per applicability.	- 0.145% + GST on invoice value - Minimum ₹ 750 + GST - Maximum upto ₹ 10000 + GST - Power for Reduction of Maximum Charges upto ₹ 2500 with AGM and further reduction with MD. - Swift Charges ₹ 750 + GST	within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php

Name of the Bank:	**Bombay Mercantile Co-operative Bank Ltd.**					
Foreign LC Issuance	1.Application for opening Import LC 2.Proforma Invoice/Sales Contract 3.Form A1 4.Signed Draft LC 5. Sanction Order/s and deviation sanction/s if any. 6. Import license or advance authorisation on case-to-case basis.	- Commitment Commission to be charges as per the value of the L/C i.e. for every quarter 0.1740% + GST (Minimum ₹ 345 + GST) Ø If L/C is valid for 3 months - 0.1740% + GST will be the Commitment Commission, Ø If L/C is valid for 6 months - 0.3480% +GST will be the Commitment Commission, Ø If L/C is valid for 9 months - 0.5220% + GST will be the Commitment Commission. Ø If L/C is valid for 12 months -0.6960% + GST will be Commitment Commission. Ø Minimum Commitment Commission is ₹ 345 + GST - Usance Commission to be charged as per the terms of the L/C i.e. DA/DP, Ø All DP L/Cs Usance Commission will be 0.1740% + GST Ø All DA L/Cs upto 90 days DA Usance Commission will be 0.35% + GST Ø All DA L/Cs beyond 90 days DA Usance Commission at the rate of 0.086% + GST is to be charged. - Swift Charges ₹ 750 + GST	within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php

Name of the Bank:	**Bombay Mercantile Co-operative Bank Ltd.**					
Foreign Bank Gurantee Issuance	1. Application for opening Foreign BG 2. Supporting Document (Service Agreement/Proforma Invoice/Sales contract. 3. Legal vetted format. 4. Sanction Order/s and deviation sanction/s if any.	1.Against 100% Cash Margin (In the form of Term Deposit Receipt) Commission - 1% p.a. + GST for 100% cash margin. 2.Other than against 100% cash Margin - Commission – 2% p.a. + GST for Performance / Non-Financial Bank Guarantee. - Commission - 2.50% p.a. + GST for Financial Guarantees. Note : Commission to be calculated in terms of months and thereof. - Minimum 6 Months commission to be levied for guarantees less than 6 months tenor. - Franking/stamp charges to be recovered in actuals and are not part of commission. - Swift Charges ₹ 750 + GST	within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php

Name of the Bank:	**Bombay Mercantile Co-operative Bank Ltd.**					
Import Bill Lodgement	Import Bill under LC Full set of documents received at branch (foreign bank covering schedule, Invoice, Transport Document, Certificate of Origin etc.). Import Bills under Non-LC (Bank to Bank) Full set of documents received at the branch (foreign bank covering schedule, Invoice, Transport Document, Certificate of Origin etc.). Import license or advance authorisation on case-to-case basis. Import Bills under Non-LC (Supplier to Bank) – Such lodgement is completely at the discretion of bank subject to internal policies and SOP. Full set of documents received at the branch (at least 1 copy of documents like foreign bank covering schedule, Invoice, Transport Document, Certificate of Origin etc.). Import license or advance authorisation on case-to-case basis. Credit/Opinion reports or status report	- 0.29% + GST on Invoice Value - Minimum ₹ 500 + GST - Maximum upto ₹ 10000 + GST - Power for Reduction of Maximum Charge upto ₹ 2500 with GM and further reduction with MD.	within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Inward Remittance- Personal (Family Maintenance, Gift & donations, Compensation of employees, Other Income receipts, Receipts o/a Non-Resident deposits (FCNR, NRE) etc	(i)Disposal Instruction for handling Foreign Inward Remittance	₹ 300 + GST Flat	Credited Same day. Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php

Name of the Bank:	**Bombay Mercantile Co-operative Bank Ltd.**					
Inward Remittance- Service receipts (Software Consultancy, Data base, data processing charges, legal services, Accounting, bookkeeping services, Engineering services, Tax consulting services, Advertising, trade fair services, Research & Development services, Commission agent services, Technical services, Entertainment services, Recreation and sporting activity services, Education services, Health services,	(i) Disposal Instruction for handling Foreign Inward Remittance (ii)Invoice/Agreement	₹ 300 + GST Flat	Credited Same day. Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Advance remittance towards Export of goods	(i)Disposal Instruction for handling Foreign Inward Remittance (ii)Proforma Invoice/Sales Contract	₹ 300 + GST Flat	Credited Same day. Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Foreign Cheque	(i) Application for Collection of Foreign Cheques. (ii)Underlying INstrucment (iii)Payingslip duly signed by the applicant	- 0.145% + GST on invoice value + Applicable Courier Charges	Process within 5 hours after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Export Bill Purchase/Negotiation/ Discount/Collection	(i)Application for processing of Export bills (ii)Commercial Invoice (iii)Transport document like Bill of lading, Airway bill etc (iv)Shipping Bill (v) Request cum undertaking for negotiating Export LC bill with rejection clause(for applicable cases) (vi)Documents called under Export LC like Packing list, Certificate of Origin, Health Certificate, Bill of Exchange, Catch Certificate, Fumigation Certificate etc	- Upto ₹ 2 Lakhs – ₹ 500 + ₹ 200 + GST per Shipping Bill - From ₹ 2 Lakhs to ₹ 4 Lakhs – ₹ 700 + ₹ 200 + GST per Shipping Bill - Above ₹ 4 Lakhs - ₹ 900 + ₹ 200 + GST per Shipping Bill or 0.086% + GST of the Invoice value Maximum upto ₹ 7500 + GST power for reduction for of Maximum Charges upto ₹ 2500 + GST with AGM and further reduction with Managing Director	Within 1 working day Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php

Name of the Bank:	**Bombay Mercantile Co-operative Bank Ltd.**					
Export Bill Realisation (Lodge and Realise)	(i) Application for processing of Export bills (ii) Commercial Invoice (iii) Transport document like Bill of lading, Airway bill etc (iv) Shipping Bill	₹ 150 + GST Flat	Within 1 working day Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Merchanting Trade Transactions (Export leg)	(i) Application for MTT (Inward Remittance) (ii) Purchase order, Invoice of both Export leg and Import leg (iii)Transport document like Bill of lading,	₹ 300 + GST Flat	Within 1 working day Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Merchant Forward Contract	(i) Application for Forward Contract. (ii) Valid and Active LEI Code. (iii) Document for underlying Exposure. (iv) Cancellation of Application	₹ 1110 + GST Flat ₹ 500 + GST Flat	within 1 hour after receipt of complete documents Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php

Name of the Bank:	**Bombay Mercantile Co-operative Bank Ltd.**					
Capital Account Transactions (ODI)	i. KYC of the Investor – as collected at the time of opening of accounts/re-KYC. ii.CIBIL/Credit Report of Investing Entity iii.Financials of Indian Party for 3 years if applicable Memorandum of Association (vesting powers for making OI), Article of Association and Board Resolution of the Indian Entity (for the current financial commitment) iv.Form A2 cum Customer Application v. ODI Undertaking in Company letter head, with regard to obligations of Indian Entity with regard to FEMA Regulations. vi. Form FC duly filled and signed by Authorised Signatory on behalf of Indian Entity. Form FC to be attested by the Branch from which the investment transaction is being undertaken.* vii.If the Indian Entity is having a running credit limit with us, NOC from sanctioning authority for the amount of financial commitment – if declared as funded from such limit. viii.ODI Checklist covering adherence to major guidelines of RBI	- 0.145% + GST on invoice value - Minimum ₹ 750 + GST - Maximum upto ₹ 10000 + GST - Power for Reduction of Maximum Charges upto ₹ 2500 with AGM and further reduction with MD. - Swift Charges ₹ 750 + GST	Within 2 working day Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php

Name of the Bank:	**Bombay Mercantile Co-operative Bank Ltd.**					
Capital Account (FDI)	1. KYC of the remitter–non-resident investor. – to be received via SWIFT from remitting Bank. 2. Share Purchase/transfer agreement. 3. Share Valuation Certificate. 4. Draft FC-GPR application –(Relevant and applicable details to be filled in for our perusal) 5. FDI Disposal Form 6. Board Resolution of the Indian Company for receiving the Capital Infusion 7. Memorandum of Association and Articles of Association of the Company. *All other Capital account transactions will be processed with appropriate documentation as instructed by the Regulator	₹ 300 + GST Flat	Within 2 working day Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
Inward Remittance- Foreign Portfolio Investment	(i)Disposal Instruction for handling Foreign Inward Remittance (ii)Repatriation of Portfolio Investments initiated under LRS (iii)Proof of Outward remittance made viz. Swift copy, Transaction receipt etc	₹ 300 + GST Flat	Within 2 working day Cutoff Time 12:30 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php
ECB Remittances	1) Request letter from the applicant company 2) Borrowers must obtain a Loan Registratio n Number (LRN) by submitting Form ECB-1 duly certified by CA 3) Loan Agreement Sheet 4) Board Resolution 5) Average Maturity Computation Sheet 6) End use undertaking	₹ 300 + GST Flat	Within 2 working day Cutoff Time 12:31 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php

Name of the Bank:	**Bombay Mercantile Co-operative Bank Ltd.**					
Liaison Office (LO), Branch Office (BO), or Project Office (PO)	Form OBR Form A2 Remittance Application Form Declaration of Non- Duplication: A declaration stating that the applicant has not approached and will not approach any other AD bank for the same facility/remittance. Financial & Turnover Documents (Certified by Auditors) Auditor's / Chartered Accountant's Certificate Certifying the average annual turnover and net worth of the Indian entity (crucial to calculate eligible limits for initial and recurring expenses). Audited Annual Accounts / Balance Sheets: Last 3 financial years of the Indian parent company. Business & Arrangement Proofs Board Resolution: Approving the establishment of the overseas Branch Office, Liaison Office, or Project Office, and authorizing a signatory. Export / Business Track Record (Form BCX / Export Performance): If applicable, bank ce	- 0.29% + GST on Invoice Value - Minimum ₹ 500 + GST - Maximum upto ₹ 10000 + GST - Power for Reduction of Maximum charges upto ₹ 2500 with AGM and further reduction with MD. - Swift Charges ₹ 750 + GST	Within 2 working day Cutoff Time 12:32 pm	JUNIOR OFFICER	DGM FOREX	https://bmc.bank.in/foreign.php