

**(EXCHANGE COMPANIES LETTER HEAD)**

(i) The Collector of Customs

(ii) The Director, Foreign Exchange Operations Department, SBP-BSC, Karachi

**Sub:                Export of FCYs, other than U.S. Dollars, equivalent to U.S. Dollars**

1. It is hereby declared that we are exporting Foreign Currency(ies) equivalent to USD \_\_\_\_\_ under export consignment No. \_\_\_\_\_ (UTN) /2015-16\* \_\_\_\_\_ as per the following details:

Authorized Carrier Name \_\_\_\_\_ S/o \_\_\_\_\_

Passport # \_\_\_\_\_ CNIC # \_\_\_\_\_

Details of export consignment packets are given below.

Flight No. \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

**Packet # 1:**

FCYs equivalent to U.S. Dollars (in figures / in words) \_\_\_\_\_

**Packet # 2:**

FCYs equivalent to U.S. Dollars (in figures / in words) \_\_\_\_\_

**Packet # 3:**

FCYs equivalent to U.S. Dollars (in figures / in words) \_\_\_\_\_

Total FCYs being exported equivalent to U.S. Dollars (in figures / in words) \_\_\_\_\_

In terms of the procedure laid down by State Bank of Pakistan for export of FCYs other than U.S. Dollars, we request you to kindly grant us permission for export of the above mentioned FCYs as per details enclosed at Annexure-II.

2. Deal Ticket Number for the export consignment is \_\_\_\_\_.
3. Proceeds of the export consignment will be brought to Pakistan in cash USD \_\_\_\_\_ at \_\_\_\_\_ Airport, \_\_\_\_\_ (City) or through credit of USD \_\_\_\_\_ to our Foreign Currency Account No. \_\_\_\_\_ maintained in \_\_\_\_\_ (Bank) \_\_\_\_\_.
4. Import consignment of cash USD will be brought to Pakistan by Flight No. \_\_\_\_\_ dated \_\_\_\_\_ scheduled at \_\_\_\_\_ a.m./p.m.

Signature of Declarant	Company Name
SBP Stamp & Signature	Authorized Signature
Custom Stamp & Signature	Date

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Abbreviation of Company Name	Company License No.	City Abbreviation Khi/Lhr/Isb/Pew	Centralized Sequence Number of all transactions by the company during fiscal year
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## Annexure -II

### Abbreviation for Exchange Companies

Sr. No	Category – A Exchange Companies	Abbreviation
1	AA Exchange Company (Pvt) Ltd.	AAEC
2	Al-Hameed Int’l. Money Ex (Pvt) Ltd.	AHME
3	Al-Rahim Exchange Company (Pvt.) Ltd.	AREC
4	Al-Sahara Exchange Company (Pvt.) Ltd	ASEC
5	D.D Exchange Company (Pvt.)Ltd	DDEC
6	Dollar East Exchange Company (Pvt.) Ltd	DEEC
7	Fairdeal Exchange Company (Pvt) Ltd	FDEC
8	Glaxy Exchange Company (Pvt.) Ltd	GLEC
9	H & H Exchange Company (Pvt.) Ltd	HHEC
10	HBL Currency Exchange (Pvt) Ltd	HBCE
11	Habib Qatar International Exchange Pakistan	HQIE
12	Link International Exchange Company (Pvt) Ltd	LIEC
13	Money Link Exchange Company (Pvt) Ltd	MLEC
14	NBP Exchange Company Ltd	NBEC
15	Noble Exchange International (Pvt) Ltd	NIEC
16	P B S Exchange Company (Pvt.) Ltd	PBEC
17	Pakistan Currency Exchange Company (Pvt) Ltd	PCEC
18	Paracha International Exchange	PIEC
19	Paragon Exchange (Pvt) Limited	PREC
20	Ravi Exchange Company (Pvt) Ltd	RVEC
21	Riaz Exchange Co. (Pvt) Ltd	RZEC
22	Royal International Exchange Company (Pvt) Ltd	RIEC
23	Sadiq Exchange Company (Pvt) Ltd	SDEC
24	Sky Exchange Company (Pvt.) Ltd	SKEC
25	Wallstreet Exchange Company(Pvt) Ltd	WSEC
26	ZeeQue Exchange Company (Pvt) Ltd	ZQEC

EPD Circular Letter No. 16/2015 dated July 27, 2015

Specimen of Unique Transaction Number for Export and Import of Foreign Currency through Airport Booth.

**Example for transaction No. 1:**

- |   |                      |
|---|----------------------|
| 1. Name of the Exchange Company                 | NBP Exchange Company |
| 2. SBP License No.                              | 02                   |
| 3. Airport City from where currency is exported | Lahore *             |
| 4. Transaction Number                           | 1                    |
| 5. Financial Year of Transaction                | 2015-16              |

UTN for transaction number 1 will be on the following format

Abbreviation of Company Name	Company License No.	City Abbreviation Khi/Lhr/Isb/Pew	Centralized Sequence Number of all transactions by the company during fiscal year
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**UTN for transaction 1 mentioned in above example no 1 :      NBEC/02/LHE/1/2015-16**

**Example for transaction no. 2:**

- |   |                      |
|---|----------------------|
| 1. Name of the Exchange Company                 | NBP Exchange Company |
| 2. SBP License No.                              | 02                   |
| 3. Airport City from where currency is exported | Karachi *            |
| 4. Transaction Number                           | 2                    |
| 5. Financial Year of Transaction                | 2015-16              |

**UTN for Transaction Number 2 in example No. 2 will be:      NBEC/02/KHI/2/2015-16**

Note:

- \* Airport code for Karachi is KHI, Lahore is LHE, Islamabad is ISB and Peshawar is PEW.
- Alpha abbreviations for the name of each exchange company will be provided by EPD, SBP for the sake of standardization.
- The numeric transaction number will be sequentially maintained and will be issued by the Head Office of each exchange company for future reconciliation of export and import of foreign currency transactions.

### Annexure IV

[illegible]

**DECLARATION SUBMITTED TO SBP BOOTH AT AIRPORT ARRIVAL LOUNGE**

The Director,

Foreign Exchange Operations Department,  
SBP-BSC, Karachi.

Made at:

▪ SBP Booth, Arrival Lounge, \_\_\_\_\_ Airport, \_\_\_\_\_ (City)

1. It is hereby declared that we have imported cash USD \_\_\_\_\_ through flight No. \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m on \_\_\_\_\_ (date) in corresponding export consignment No. \_\_\_\_\_ (UTN) /2015-16 exported from \_\_\_\_\_ Airport.

2. The imported cash USD declared as above is submitted for counting and inspection for the clearance as per following;

No. of USD 100 Notes:      xxxxxx      Amount USD = \_\_\_\_\_

No. of USD 50 Notes:      xxxxxx      Amount USD = \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exchange Company \_\_\_\_\_

Signature:

Authorized Person Name \_\_\_\_\_

Dated: \_\_\_\_\_

For State Bank of Pakistan (Banking Services Corporation):

Signature:

Name of Officer: \_\_\_\_\_

Name of Officer: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Annexure V

(Note prescribed stamp giving time, date and details of flight will be fixed on this declaration letter by SBP officials with their initials)