

## Covering Letter on Bank's Letter Head

## Reference No. &amp; Date:

The Director,  
Foreign Exchange Operations Department,  
SBP BSC (Bank), Head Office,  
Karachi.

Dear Sir,

**Sub: Permission for Remittance of USD XXX/- Against Open Account Import  
To Beneficiary M/s. XYZ (Pvt) Limited on behalf of M/s. ABC (Pvt) Limited**

1	Name of Applicant		
	i)	NTN Number	
	ii)	Business Address	
	iv)	Profile of company	
2	Name of Shipper		
3	Name of Beneficiary		
	Mailing Address		
	Profile of company		
4	Invoice No.		
	i)	Invoice Value in FCY	
	ii)	Value Declared on GD in FCY	
	iv)	Customs Assessed value in FCY	
	iii)	Amount Requested for Payment	
5	Details Import Duty if applicable		
	i)	Import Duty as per GD in PKR	
	ii)	Amount of Duty Paid in PKR	
6	Bank's Recommendations		
7	Reason for Refereeing this case to FEOD		
8	Are the documents complete as per the Checklist? If No, furnish reason(s).		

As per Para 5 & 6, Chapter 1 and Para 10, Chapter 10 of FE Manual 2016 we hereby confirm that we have thoroughly verified the supporting documents provided by our above mentioned client and have found them in order. We undertake that we are satisfied with the genuineness of transaction and bonafides of the importer. In case of any discrepancy/irregularity detected subsequently, the bank will be responsible for all risks/liabilities. Further we undertake that the funds will be used for the stated purpose and no duplicate payment has been and will be made against the said import documents from Bank Name.

In view of the above, you are requested to accord your approval for the remittance of USD/EURO/JPY etc..... on behalf of M/s XYZ (Pvt) Limited against open account import.

Sign & Stamped

Name
<b>Trade Manager</b>
Direct Tel./Cell No.
Email ID
Fax No.

Sign & Stamped

Name
<b>Head of Trade</b>
Direct Tel./Cell No.
Email ID
Fax No.