
TRAVEL

1. General.
2. Persons from whom applications will be received by the State Bank.
3. Applications for grant of State Bank's recognition.
4. Travel to countries other than Afghanistan by Pakistan nationals residing in Pakistan.
5. Travel by non-resident Pakistan nationals.
6. Booking of Passage for official travel of Government servants, employees of Semi-Government institutions/autonomous bodies & nationalized/taken over institutions/banks/ other public sector organizations and travel of official Delegations/Foreign Nationals engaged by public sector organizations.
7. Booking of passages of Foreign Nationals.
8. Travel to Afghanistan.
9. Journey from Pakistan against Outward Coupons of Return Tickets.
10. Passage approval in other cases and its validity.
11. Issue of Tickets.
12. Collection of Difference in Fare.
13. Refund against Cancellation of Tickets.
14. No Refunds Outside Pakistan.
15. Return of Passage Bookings.
16. Release of foreign exchange by Authorized Dealers for Foreign Travel.
17. Sale of foreign exchange to Pakistan nationals resident in Pakistan for travel to Bangladesh.
18. Private travel by Government Servants, employees of Semi-Government Institutions/ autonomous bodies and nationalized/taken over institutions/banks.
19. Restriction as to re-issue of unspent amount of Private Travel Exchange Quota (PTEQ) surrendered to an Authorized Dealer.
20. Travel by journalists/participation in international conferences/seminars/games/meetings and sports events etc., in private capacity.
21. Sale of foreign exchange for Professional Training.
22. Foreign exchange for Tabligh.
23. Foreign exchange for Medical Treatment abroad.
24. Release of Exchange for Miscellaneous purposes.
25. Exchange Quota to Government/Semi-Government Employees going on Delegations, Duty, Posting, Leave, Retirement and Training.
26. Migration.
27. Business Travel Abroad.

28. Booking of passage/release of exchange for business visits abroad on the basis of Certificates of Trade Organizations.
29. Booking of passage/Release of foreign exchange to representatives of Consultancy/ Construction companies and firms.
30. Release of Exchange to Pakistani exporters for participation in International Trade Fairs /Exhibitions in Private Capacity.
31. Business Travel abroad with the approval of State Bank.
32. Blanket permission for business travel abroad to exporters of commodities, services etc.
33. Booking of passage against blanket permission.
34. Release of Foreign Exchange against blanket permission.
35. Release of Foreign Exchange against Credit Cards to exporters.
36. Release of Foreign Exchange to business executives of firms/companies other than exporters against Credit Cards.
37. Combination of two exchange facilities.
38. Foreign Exchange facilities for studies abroad.
39. Freight on Personal Baggage.
40. Release of Foreign Exchange for travel, education, medical treatment etc.
41. Conversion of Unspent Balance of Rupees by Foreign Nationals.
42. Endorsement on Passports and Tickets.
43. Form in which Exchange may be issued.
44. Surrender by Travellers of Unspent Foreign Exchange.
45. Exchange for Hajj.
- 45A. Remittances by Authorized Dealers on behalf of Hajj Group Organizers for Hajj.
- 45B. Remittances by Authorized Dealers on behalf of Umrah Organizers
46. Remittances for maintenance expenses of the families of Pakistanis living abroad temporarily.
47. Back to back remittance.

CHAPTER 17

TRAVEL

1. General.

This chapter sets out the rules in accordance with which the Airlines/Shipping Companies/Travel Agents may sell tickets and Authorized Dealers may release foreign exchange for travel abroad.

2. Persons from whom applications will be received by the State Bank.

In cases where booking of passage and release of foreign exchange require State Bank's prior approval, SBP-Banking Services Corporation will entertain applications for approval of passage on Form "P" or "P-2" (Appendices V-66 and V-67 and for release of foreign exchange on Form T-1 (Appendix V-68) from the following only:

- (i) Applicants themselves.
- (ii) Authorized representatives of Airlines/Shipping Companies.
- (iii) Authorized representatives of such travel agencies/general sales agents licensed by the Government under the Travel Agencies Act, 1976 and Overseas Employment Promoters licensed by the Bureau of Emigration and Overseas Employment, which are recognized by the State Bank for the purpose.
- (iv) Authorized representatives of the Authorized Dealers.

3. Applications for grant of State Bank's recognition.

Applications for grant of recognition for the purpose of para 2 (iii) above should be made to the State Bank through the bankers of the applicants. These applications should, in addition to (i) a confidential report from the applicants' bankers and (ii) a list showing the names of their directors, proprietors, partners etc., as also their nationalities and addresses in Pakistan, be accompanied by the following:

- (i) IATA TRAVEL AGENCIES: Original and one photo copy each of (a) approval of IATA Membership and (b) licence granted by the Government under the Travel Agencies Act, 1976.
- (ii) NON-IATA TRAVEL AGENCIES:(a) Letters from three IATA airlines sponsoring their request and (b) original licence granted by the Government alongwith its photocopy.
- (iii) GENERAL SALES AGENTS: (a) Original licence granted by the Government under the Travel Agencies Act, 1976 alongwith its photo copy and (b) a letter from the airline concerned indicating appointment as their general sales agents.
- (iv) OVERSEAS EMPLOYMENT PROMOTERS: Original licence granted by the Bureau of Emigration and Overseas Employment alongwith its photo copy.

State Bank will, however, accord recognition in its absolute discretion. Recognition so granted is liable to be withdrawn by the State Bank at any time without assigning any reason.

4. Travel to countries other than Afghanistan by Pakistan nationals residing in Pakistan

(i) SALE OF TICKETS IN PAKISTAN.

(a) Airlines/Shipping Companies/Travel Agents may sell tickets to Pakistan nationals resident in Pakistan against payment in Pakistan Rupees on production of passport and in case the traveller is over 18 years of age also Computerized National Identity Card (CNIC).

(b) Airlines/Shipping Companies/Travel Agents may sell tickets on any carrier to Pakistani crew members going abroad to join ships, on the basis of a certificate from the Shipping Master and a certificate from the local agents of the foreign ship owners to the effect that the cost of passage is being paid out of the remittable rupee collections of their foreign principals and that the same will be reported in the relative monthly Disbursement Statement of the concerned principal. The local agent's certificate alongwith the Shipping Master's Office certificate should be submitted with the monthly "Return of Passage Bookings (Appendix V-38)".

(ii) TICKETS RECEIVED FROM ABROAD.

Travel against P.T.As/tickets on PIA/Pakistan Shipping Companies as well as on foreign carriers received from abroad may be allowed without approval of the State Bank of Pakistan.

(iii) REBATED TICKETS.

(a) Travel by employees of Airlines/Shipping Companies and their dependents against 100% rebated/free tickets may be authorized by the carriers concerned. Travel by persons entitled to partly rebated tickets of PIA/Pakistan Shipping Companies may also be authorized by the carriers concerned.

(b) Travel against 100% rebated tickets on the inaugural flights and other travel against complimentary tickets issued under IATA Regulations may also be allowed on foreign Airlines/Shipping Companies without any annual limit.

(c) Airlines/Shipping Companies are authorized to issue 100% rebated tickets to the employees of other Airlines/Shipping Companies travelling on official duty. In such cases the Airlines/Shipping Companies should attach a certificate indicating the name of Airline/Shipping Company on whose official business the employee concerned has travelled.

5. Travel by non-resident Pakistan nationals.

(i) Airlines/Shipping Companies/Travel Agents are authorized to book passage of students studying abroad who wish to visit Pakistan on holidays or for other reasons, on production of a declaration by the parents/guardians countersigned by the Authorized Dealers through which remittances are made for education of the students concerned. These declarations should be surrendered in support of the bookings reported in the monthly Return of Passage Bookings. Where one way passage of a student is desired to be booked on completion of studies, Airlines/Shipping Companies/Travel Agents may issue ticket on the basis of Authorized Dealer's certificate not later than 6 months after completion of the studies.

(ii) Pakistan nationals resident abroad returning to their jobs and their family members accompanying them, may be sold one-way ticket for outward journey by any carrier.

(iii) Pakistan nationals resident abroad and their family members living with them, who come to Pakistan on short visits, may be sold ticket for any destination against surrender of equivalent amount in foreign exchange. The encashment certificate (Appendix V-9) issued by an Authorized Dealer in Pakistan should be surrendered alongwith monthly "Return of Passage Bookings".

(iv) Pakistani emigrants holding foreign passport may be sold one-way ticket for their return journey to their country of residence.

6. Booking of Passage for official travel of Government servants, employees of semi-government institutions/autonomous bodies & nationalized/taken over institutions/banks/other public sector organizations and travel of official delegations/foreign nationals engaged by public sector organizations.

(i) On production of Air Travel Warrant (Appendix V-69), Passport and CNIC in original, passage for the official travel of Government servants or members of an official delegation as detailed in the warrant may be booked by PIA or a travel agent, in which case the latter will approach the PIA for ticketing against Miscellaneous Charges Order (MCO). In the case of travel by the officials of the departments/institutions/public sector organizations etc., which do not issue air travel warrant, passage may be booked by PIA on submission of an official letter from the department/institution/public sector organization concerned authorizing such travel alongwith the passport and CNIC, in original. If the passage is desired to be booked by a department/institution/public sector organization through their approved travel agent, they may do so but in that case the travel agent should approach the PIA for ticketing against MCO. In cases where such traveller is abroad and ticket for inward journey is desired to be issued by the department/institution/public sector organization concerned, production of passport and CNIC in original will not be required. Release of foreign exchange to such officials will continue to be made by the SBP-Banking Services Corporation.

(ii) Inward or round trip passage of foreign expatriates engaged by the public sector organizations for employment with them may also be booked by PIA or a travel agent, in which case the latter will approach the PIA for ticketing against MCO on the basis of employer's letter of request.

In the above cases PIA/travel agents will, before booking of passage, ensure that the air travel warrant or the letter of authorization or the employer's letter of request, as the case may be, is genuine and it has been issued over the signature of an authorized official of the concerned department/institution/public sector organization. In case of doubt, PIA/travel agents may contact the concerned government department/institution/public sector organization, for verification. In support of such bookings, the air travel warrant or the letter of authorization or the employer's letter of request, as the case may be, should be attached with the relative monthly "Return of Passage Bookings".

7. Booking of passages of Foreign Nationals.

In the following cases Airlines/Shipping Companies/Travel Agents can book outward/inward or round trip passages of foreign nationals without the prior approval of the State Bank:

(i) Passages paid for by Foreign Missions/International Organizations/United Nations and its Organizations.

Where passages of foreign nationals are paid for by foreign missions/international organizations in Pakistan through cheques drawn by them on their convertible Rupee accounts or foreign currency accounts in Pakistan. In such cases it will be necessary for the traveller to produce to Airlines/Shipping Companies/Travel Agents an official letter from the foreign mission /international organization concerned confirming that the cheque has been drawn on their convertible Rupee/foreign currency account. The official letter should also indicate the number of cheque as well as the name of the bank on which the cheque has been drawn. As regards the United Nations and its Organizations, Airlines/Shipping Companies/Travel Agents may accept payments for such bookings through cheques drawn on any of their official bank accounts in Pakistan.

(ii) Booking of passages of Foreign Nationals working/residing in Pakistan and their Family Members.

(a) Where travel is undertaken by foreign nationals and their family members provided such foreign nationals are employed with a Government or a Semi-Government agency and if employed in the private sector, they hold work permit/visa from the concerned authority. In such cases Airlines, Shipping Companies and Travel Agents should ask the foreign national to produce a certificate of employment from the Government or the official agency concerned or a copy of the work permit/work visa. In their monthly returns the Airlines/Shipping Companies will invariably quote the number and date of the letter/permit/visa in support of such bookings. Passages of foreign nationals working in Pakistan who do not hold permission letter but are otherwise enjoying exchange facility from the SBP-Banking Services Corporation/an Authorized Dealer or are employed in educational/charitable institutions or hospitals can also be booked against payment in rupees without the prior approval of the State Bank. Airlines/Shipping Companies will report such bookings in their monthly return duly supported by a certificate of the bankers of the concerned foreign national to the effect that he/she is enjoying family maintenance remittance facility from the SBP-Banking Services Corporation/an Authorized Dealer (Name of the Office) vide (Permit No.) dated _____ or a certificate from the educational/charitable institution or hospital where the concerned foreign national is employed.

(b) Where travel abroad to the country of domicile is undertaken by foreign nationals and their family members residing/working in Pakistan but such travel is not covered by sub-para (a) provided their continuous stay in Pakistan prior to the issue of ticket is not less than 6 months, which should be verified with reference to the immigration stamp on the passport of the travellers.

(iii) Foreign Experts/Technicians.

Where inward/outward or round trip journey is undertaken by foreign experts/technicians being engaged in the private sector for rendering such services as supervision of installation, commissioning of the plant and training of personnel. The employers letter of request and their bankers certificate that engagement of the foreign national is covered by the Industrial Policy Statement should be attached with the monthly "Return of Passage Bookings".

(iv) Booking of Passage of Foreign Nationals against Encashment Certificates.

(a) Where outward passage of foreign nationals (including persons of Indo-Pak origin), irrespective of their residential status, is desired to be booked against encashment certificate of Authorized Dealers (Appendix V-9) evidencing receipt/encashment of foreign exchange in Pakistan in cover of the Rupee cost of the relative ticket, provided foreign exchange has been surrendered to an Authorized Dealer not earlier than 30 days from the date of booking. While reporting such bookings in their monthly "Return of Passage Bookings" airlines and shipping companies will enclose the relative encashment certificate in support of such bookings.

(b) Where outward passage/excess baggage, whether accompanied or unaccompanied, of foreign tourists is desired to be booked against payment in foreign exchange to the airlines/shipping companies on holidays or at odd hours when banks are closed, the foreign exchange so surrendered by the tourists and accepted by airlines/shipping companies, shall be surrendered by them to an Authorized Dealer on the next working day alongwith a letter indicating the name of the traveller and particulars of his passport viz. its No. and place of issue and a bank's encashment certificate obtained. These certificates shall be attached by the Airlines/Shipping Companies alongwith their relative passage/freight statement in support of such bookings.

(c) Where outward passage or excess baggage, both accompanied and unaccompanied, of foreign nationals is desired to be booked against International Credit Card, the Airlines/Shipping Companies have first to satisfy themselves about the genuineness, validity etc., of the Card and then prepare a Charge Form. The Charge Form will be signed by the Card holder in acknowledgement of the purchase made against the Card. The name of the Card holder, Credit Card No. etc., would be clearly indicated on the Charge Form in proof of Credit Card having been presented by the holder for booking of passage or excess baggage. A copy of the Charge Form duly filled and signed by the Card holder will be attached by the Airlines/Shipping Companies alongwith their relative passage/freight statement in support of such bookings.

(v) PTAs/Tickets received from Abroad.

Where travel abroad is undertaken by foreign nationals against PTAs / tickets received from abroad.

(vi) Foreign Students.

Where travel abroad to any destination is undertaken by foreign students studying in Pakistan. A certificate of the educational institution concerned should be surrendered with the monthly "Return of Passage Bookings".

(vii) Foreign Crews.

Where outward journey is undertaken by foreign crews of foreign shipping companies, provided the cost of passage is paid by the agent of the foreign shipping company.

(viii) Foreign Born Wives and Children of Pakistan Nationals.

Foreign born wives and children of Pakistan nationals, holding foreign passports and ordinarily residing in Pakistan are eligible to the facilities mentioned in paragraph 4, 8, 16, 17 and 24 provided they otherwise qualify for the same.

8. Travel to Afghanistan.

Airlines/Travel Agents can book outward or round trip passages without the approval of the State Bank for travel to Afghanistan.

9. Journey from Pakistan against Outward Coupons of Return Tickets.

Airlines/Shipping Companies may authorize persons to emplane/embark against outward coupons of return tickets provided the traveller is a foreign national or in the case of Pakistani national, the traveller is resident/settled abroad and holds a work permit/residence visa abroad or his stay abroad is not less than 6 months.

10. Passage approval in other cases and its validity.

In all cases other than those specified in previous paragraphs Airlines/Travel Agents/Shipping Companies should not book passages unless SBP-Banking Services Corporation's approval on Form 'P' / 'P-2' is produced to them. Passages booked against SBP-Banking Services Corporation's approval on Form 'P'/P-2' should provide for travel within 3 months from the date of approval in respect of journeys originating from Pakistan.

11. Issue of Tickets.

(i) Airlines/Shipping Companies and Travel Agents may book passages against payment in Rupees as permissible under the rules, provided booking is made by normal direct route. In other cases, prior approval of the SBP-Banking Services Corporation is necessary.

(ii) Tickets for outward journeys from Pakistan issued by Airlines/Shipping Companies or Travel Agents under the general authority delegated to them in terms of paragraphs 4, 5, 6, 7 and 8 should invariably indicate the date of departure which should be within three months from the date of issue of the tickets..

(iii) If a request is made to the Airlines/Shipping Companies or Travel Agents for an alteration in the date of departure after a ticket has been issued, the Airlines/Shipping Companies or Travel Agents may allow extension in the date of departure upto one month from the date on which a person is originally booked to travel.

(iv) Airlines and Travel Agents should make the following endorsements on tickets issued to passengers travelling within Pakistan or to Afghanistan:

(a) For transportation within Pakistan: - "Valid for transportation within Pakistan only".

(b) For transportation to Afghanistan for which approval on form 'P' is not necessary: - "Destination not changeable".

(v) Airlines/Shipping Companies/Travel Agents, while issuing tickets, will endorse the passport of the passenger in the following manner under their proper authentication and stamp:

(a) Ticket of (Name of carrier) for issued (destination) on for (purpose of visit)

STAMP & SIGNATURE

(b) In case where tickets/PTAS are received from abroad, the endorsement on the passports should be made by the carrier concerned in the following manner:

Travel to (destination) against the ticket of (name of carrier) received from abroad authorized for (purpose)

STAMP & SIGNATURE

(vi) In all cases of issue of tickets under the authority of paras 4 and 5 of this chapter, the number of the passport and its date and place of issue will be recorded by the Airlines/Shipping Companies/Travel Agents on the first coupon of each ticket. A photo copy of these coupons will be submitted by the foreign carriers alongwith the monthly "Return of Passage Bookings" prescribed vide paragraph 15 of this chapter. The number of the relevant paragraph of this chapter will be quoted in column No. 12 of the "Return" in those cases where passage is sold under the authority delegated to the Airlines/Shipping Companies/Travel Agents.

12. Collection of Difference in Fare.

(i) It will be in order for the carriers to accept difference arising either from increase in fare or rerouting in respect of tickets issued in Pakistan subject to the same terms and conditions as laid down for issue of tickets under the general authority delegated to them in this chapter. In case of tickets purchased abroad, difference may be accepted in Pak Rupees if the traveller is otherwise entitled to purchase a ticket against payment in Pak Rupees under the facility of private travel allowed in terms of the provisions of this chapter.

(ii) In the case of foreign nationals coming to Pakistan against tickets issued outside Pakistan and who, on arrival in Pakistan, desire some alteration or amendment in the ticket, airlines and shipping companies or travel agents may carry out such alteration or amendment without the prior approval of the State Bank provided additional payment in Rupees on account of the cost of such amendments/alterations does not exceed Rs. 100/- per person. In such cases amounts in excess of Rs.100/- can be collected by airlines, shipping companies etc., only with the prior approval of the State Bank. This restriction, however, does not apply to cases where additional payment in Rupees is made by the foreign traveller out of funds received from abroad or against encashment of foreign currency or M.C.O's issued abroad.

13. Refund against Cancellation of Tickets.

Carriers have general permission to allow refund against partly or wholly unutilized tickets without the prior approval of the State Bank in the following cases:

(i) Wholly unutilized tickets:

- (a) Where the carriers have satisfied themselves by examination of relative documents that the ticket holder has not drawn any foreign exchange.
- (b) Where the foreign exchange drawn by the ticket holder has been surrendered to an Authorized Dealer. In such cases the relative encashment certificates should be attached with the refund statement.

(ii) Partly utilized tickets: Where refund is in respect of

- (a) Travel between two points outside Pakistan except where a point of travel involved is in India or Bangladesh, and
- (b) Return journey portion of a ticket originally issued for two way travel.

14. No refunds Outside Pakistan.

(i) In all cases of bookings made against payments in Rupees, whether single or round trip, no refunds should be granted outside Pakistan. In all such cases refunds should be made only in Rupees in Pakistan. All tickets/vouchers etc., must be marked accordingly. Airlines and Shipping Companies should also ensure that such refunds are not given in the form of exchange vouchers or in any other form, which can be used for further transportation. All such refunds must be made either by cheque or in cash.

(ii) In respect of a first class ticket involving travel by sea or air issued to a traveller, whether Pakistan or a foreign national, it is not permissible to convert it into one, which enables the passenger to travel in a lower class. All such requests must be referred to the SBP-Banking Services Corporation for prior approval.

15. Return of Passage Bookings.

(i) Airlines and Shipping Companies should furnish to the concerned Authorized Dealer a monthly return of all passages sold or tickets issued by them in the prescribed form (Appendix V-38) according to the instructions contained in para 3 and para 4 of Chapter 14.

(ii) In all cases of cancellations or refunds of passages a monthly statement should be submitted in the prescribed form (Appendix V-41). In this regard reference is invited to para 3 and para 4 of Chapter 14.

(iii) No returns are required to be submitted by Travel Agents to the State Bank. They are, however, required to maintain a complete record of all passages sold by them in the prescribed form (Appendix V-38).

16. Release of Foreign Exchange by Authorized Dealers for foreign travel.

Authorized Dealers may release foreign exchange for foreign travel in accordance with the instructions set out below:

(i) Sale of Foreign Exchange to Pakistan nationals resident in Pakistan for travel to countries other than Bangladesh and Afghanistan.

Pakistan nationals resident in Pakistan are entitled to Private Travel Exchange Quota (PTEQ) of U.S. \$50/- per day per person subject to a maximum of US\$2,100 per calendar year for countries other than Bangladesh and Afghanistan. This quota may be drawn from Authorized Dealers in accordance with instructions contained in subsequent sub-paragraphs in lump sum or in installments over a period of one calendar year. Children below the age of 2 years are entitled to 10% of the PTEQ mentioned above while children over 2 years of age but below 12 years of age are entitled to draw 50% of PTEQ. The PTEQ will be released by the Authorized Dealers for the period of stay abroad as may be declared by the applicant on 'T-1' form subject to the prescribed maximum ceiling. The period of stay abroad declared by the applicant should be substantiated by the Authorized Dealers with reference to the number of days for which visa, if any, has been granted and from the dates of outward/inward journeys, if indicated in the tickets. Authorized Dealers should record in the relevant passports, release of PTEQ in full at one time or in instalments with date, month and year of issue. In cases where passport is presented within one year of its issue and it bears the endorsement that the holder thereof has previously travelled abroad on another passport which has been cancelled and returned, the Authorized Dealers

should invariably call for the previous passport in order to determine the entitlement of PTEQ. In case the endorsement shows that the previous passport had been retained by the authorities after cancellation, Authorized Dealers may issue foreign exchange on the basis of the written affirmation by the person concerned about the foreign exchange drawn by him since 1st January of the relevant calendar year to date.

- (ii) PTEQ can also be released against one way ticket.
- (iii) Banks authorized to deal in foreign exchange will release foreign exchange to the travellers as indicated above, on production of the following: -
 - (a) Passport.
 - (b) CNIC
 - (c) Ticket
 - (d) T-1 form duly completed.
 - (e) Visa in case of travel by land route.

Before issuing foreign exchange on the scale indicated in preceding sub-paragraph (i), Authorized Dealers should satisfy themselves about the genuineness of the request for release of PTEQ and verify with reference to the passports of the travellers that they are entitled to the PTEQ. It should also be verified from the passport that the journey for which the installment of PTEQ was last drawn, was actually undertaken. Authorized Dealers will ensure that the serial number(s) of the ticket(s) and the name of the airline/shipping company are invariably indicated in the columns provided for the purpose in the Authorized Dealer's Certificate provided in "T-1" form.

- (iv) In the case of travel by land route, Authorized Dealers may release PTEQ subject to entitlement on submission of "T-1" form, passport, CNIC and visa.
- (v) No foreign exchange will be made available by Authorized Dealers for travel to Afghanistan.
- (vi) Authorized Dealers will keep photostat copies of the following documents in their record and present the same to the Inspection Teams of the State Bank:
 - a) Pages 1, 2 and 3 with inside title page and that page of the passport on which endorsement of release of foreign exchange is made.
 - b) First coupon of air/steamer ticket.
 - c) Visa

17. Sale of foreign exchange to Pakistan nationals resident in Pakistan for travel to ¹Bangladesh.

¹ FE Circular No. 03 dated March 31, 2005.

Authorized Dealers may release to Pakistan nationals resident in Pakistan as PTEQ US\$100/- per head on each visit to Bangladesh subject to the condition that children upto the age of 12 years will be given US\$50/- per head. The foreign exchange may be released on production of passport, CNIC in original, "T-1" form and Air/Steamer ticket. The Air/Steamer ticket and passport of the traveller should be endorsed with the amount released as prescribed in paragraph 42 ibid except in case of travel by land route where only the passport should be endorsed. It should also be verified from the passport that the journey, for which PTEQ was last drawn, was actually undertaken.

18. Private travel by Government Servants, employees of Semi-Government Institutions/autonomous bodies and nationalized/taken over institutions/banks.

The instructions contained in paragraphs 4, 8, 16, 17 and 24 will apply. However, tickets will be issued and foreign exchange released on submission of relevant order of the competent authority sanctioning leave ex-Pakistan, in addition to other prescribed documents. Before releasing PTEQ in such cases Authorized Dealers should ensure that it is clearly indicated in the Leave Order that the traveller has not been allowed to draw leave salary/pension in foreign exchange.

19. Restriction as to re-issue of unspent amount of 'PTEQ' surrendered to an Authorized Dealer.

Unspent amount of foreign exchange brought back by a traveller out of the 'PTEQ' drawn by him and surrendered to an Authorized Dealer can be re-issued to him for subsequent travel abroad within the approved limits.

20. Travel by journalists/participation in international conferences/seminars/games/meetings and sports events etc. in private capacity.

Persons proceeding abroad to attend international conferences, symposia, seminars, meetings etc., in their private capacity and journalists travelling abroad to cover journalists events etc., will be allowed foreign exchange by the SBP-Banking Services Corporation at the rate of US\$60/- per head per day subject to a maximum of US\$1,000/- per head for countries other than India, Bangladesh and Afghanistan. In case of persons proceeding for these purposes to India and Bangladesh foreign exchange will be allowed by the SBP-Banking Services Corporation at the rate of US\$40 per day subject to a maximum of US\$600/-.

21. Sale of foreign exchange for Professional Training.

Authorized Dealers may release foreign exchange on the following scales to persons sponsored by their respective institutions/organizations in the private sector for professional training abroad on submission of the prescribed Application Form (Appendix V-70) by the employing institutions/organizations:

	For the first four weeks	For Periods extending beyond four weeks.	
		For Countries other than India.	For India.
(i) Top level Executives like	Daily Allowance	US\$ 1,200 p.m.	US\$ 500 p.m.

General Managers, Chief as per scale set
Accountants, Chief out in Appendix
Engineers, Directors, etc. V-71

(ii) Junior Executives. -do- US\$1,200 p.m. US\$ 250 p.m.

22. Foreign exchange for Tabligh.

Release of foreign exchange over and above the PTEQ for Tabligh requires SBP-Banking Services Corporation's prior approval.

23. Foreign exchange for Medical Treatment abroad.

(i) Authorized Dealers may remit foreign exchange up to US\$ 50,000/- or equivalent in other foreign currencies on account of medical treatment of resident Pakistanis only after satisfying themselves about bona fides of the transaction. Remittances should be sent directly to the account of concerned reputable foreign Hospital via SWIFT, telegraphic transfer or demand draft after obtaining the following documents:

- a. Appendix V-72 duly filled in by the patient/next of kin/sponsor.
- b. Invoice/estimate of the foreign hospital.
- c. A 'self-declaration' from the patient, his/her next of kin or from sponsor declaring amount of foreign exchange essentially required for treatment abroad.

(ii) In addition, Authorized Dealers may also release cash foreign exchange equivalent to US\$ 5,000/- each to the patient and one attendant which should be duly endorsed on his/her/their passport(s).

(iii) In case of foreign exchange requirements for medical treatment abroad in excess of the above limit, the concerned Authorized Dealer will forward the case to the Director, Foreign Exchange Operations Department, SBP-Banking Services Corporation, Head Office, Karachi along with justification and documentary evidence for consideration.

(iv) Authorized Dealers will retain all related record including the documents submitted by the applicant as mentioned in this paragraph for on-site inspection by the State Bank's Inspection Team.

(v) ²In order to facilitate and guide their individual customers desirous of availing above services, Authorized Dealers are advised to ensure the following:

- a) Information regarding provision of FX services for medical treatment abroad should be displayed at prominent place at each authorized branch of the Authorized Dealer.
- b) Adequate stock of major foreign currencies should be maintained at all authorized branches to meet cash related requirements for such facility.
- c) Brochures containing information regarding services related to medical treatment abroad may be made available at all branches. However, such information must be placed at official websites of the Authorized Dealers alongwith list of branches providing such services. Further, such list should also be available at all branches of the Authorized Dealer for guidance of customers.

² EPD Circular Letter No. 14 dated September 14, 2018

- d) The officials dealing with such services should be trained/ made acquainted with the existing foreign exchange rules and regulations governing individual FX needs

24. Release of Exchange for Miscellaneous purposes.

Authorized Dealers may release US\$ 50 per head for meeting incidental expenses to the travellers of the following categories, proceeding to countries other than India, Bangladesh and Afghanistan on submission of passport and ticket. This will be in addition to any other purchase of foreign exchange admissible to them except PTEQ: -

- (i) Pakistanis resident in Pakistan except those proceeding on official or business travel.
- (ii) Pakistani students studying abroad (Para 5(i) *ibid*) excluding those going abroad on fresh permits.
- (iii) Returning residents (Para 5(ii) *ibid*).
- (iv) Foreign nationals settled/working in Pakistan (Para 7(ii)(b) *ibid*).
- (v) Foreign students studying in Pakistan (Para 7(vi) *ibid*).
- (vi) Foreign Crews (Para 7(vii) *ibid*).
- (vii) Employees of foreign controlled companies and their joint ventures in Pakistan for attending In-House Seminars, Workshops, Symposia, Meetings etc. outside Pakistan.

The sale of this amount of US\$ 50 will be recorded on the passport as a separate entry distinct from any other amount of foreign exchange purchased by the traveller.

25. Exchange Quota to Government/Semi-Government Employees going on Delegations, Duty, Posting, Leave, Retirement and Training.

Government/Semi-Government employees will be entitled to draw exchange at the prescribed rate of daily allowance which has been fixed by the Government for the actual period they remain abroad on official duty. In addition, an exchange quota of US\$100/- per person will be allowed on private account, if so requested by the person concerned provided he has not been allowed to draw his salary abroad. Persons who are eligible to draw leave salary/pension in foreign exchange may, while proceeding abroad on leave or after retirement, either draw the private travel quota or leave salary/pension as admissible under Government rules.

26. Migration.

Persons proceeding on migration abroad will be allowed by the SBP-Banking Services Corporation a foreign exchange quota of US\$50/- per head against sponsored migration visa and US\$500/- per family against non-sponsored visa. Migrants to USA/Canada against non-sponsored visa will be allowed a compulsory minimum quota of US\$260/- per family. They may at their option also obtain additional exchange quota upto US\$500/- inclusive of the compulsory quota. Application for the purpose should be made on the prescribed form (Appendix V-73).

27. Business Travel Abroad.

Persons proceeding abroad on business visits are allowed exchange facility at the rate of US\$300/- per day subject to a maximum of US\$9,000/- per person for countries other than India and Afghanistan. For India business travel quota is allowed @ US \$40/- per day subject to a maximum of US\$1,200/- per person.

28. Booking of passage/release of exchange for business visits abroad on the basis of Certificates of Trade Organizations.

Airlines/Shipping Companies/Travel Agents and Authorized Dealers may issue tickets and release foreign exchange at the rate specified in para 27 ibid without prior approval of the State Bank in accordance with the following instructions in cases where business visit to countries other than Afghanistan is recommended by the Federation of Chamber of Commerce and Industry or by a Chamber of Commerce/Trade Organization listed in Appendix V-74:-

(i) Persons desirous of proceeding abroad on business visits under the above scheme should fill in Form "T-2" (Appendix V-75) in triplicate and submit it to one of the Organizations mentioned in the list for certification. Two copies of Form "T-2" will be returned to the applicants after certification and the third copy retained by the Chamber of Commerce/Trade Organization for their own record.

(ii) On the basis of certification of Chamber of Commerce/Trade Organization, Airlines/Shipping Companies/Travel Agents may sell passage for countries other than Afghanistan on payment of the cost thereof by the firm/company on whose behalf the travel is being undertaken. The passport should be endorsed as prescribed in preceding para 11 (v) (a). The airlines/travel agents will endorse both the copies of Form "T-2", return one copy to the traveller and retain the other copy for submission alongwith their monthly "Return of Passage Bookings".

(iii) Authorized Dealers may release foreign exchange, at the rates prescribed in para 27 of this chapter for business visit to countries other than Afghanistan on submission of the duplicate copy of the "T-2" form certified by the Chambers of Commerce/Trade Organizations, ticket, passport and CNIC. Foreign exchange should be released for the number of days recommended by the Chambers of Commerce/Trade Organizations subject to a maximum of thirty (30) days. The passport and ticket of the traveller should be endorsed with the amount of foreign exchange released. "T-2" form should also be endorsed with the date and amount of foreign exchange released and the form submitted to the SBP-Banking Services Corporation with the monthly foreign exchange returns.

(iv) Authorized Dealers/Airlines/Shipping Companies/Travel Agents will satisfy themselves that the "T-2" form recommended by the respective Chambers of Commerce/Trade Organizations and produced to them for issue of tickets/release of foreign exchange are genuine and complete in all respects. To verify the genuineness of the "T-2" form Authorized Dealers/Airlines/Shipping Companies/Travel Agents should obtain specimen signatures of the officials authorized by the respective Chambers of Commerce/Trade Organizations to sign the prescribed certificate.

(v) This facility is available only to Directors/Proprietors/Working Partners and whole-time employees of the applicant firm and not to part-time employees, advisors and non-executive partners.

(vi) Payment for the cost of ticket issued and cost of foreign exchange released will be received by the Airlines/Travel Agents/Shipping Companies/Authorized Dealers through cheques drawn on the bank account of the company/firm concerned.

29. Booking of passage/Release of foreign exchange to representatives of Consultancy/Construction companies and firms.

Airlines/Shipping Companies/Travel Agents and Authorized Dealers may issue tickets/release foreign exchange at the rates specified in paragraph 27 without prior approval of the State Bank to the representatives of Consultancy/Construction firms/companies whose Bid Bonds/Performance Bonds have been accepted by foreign beneficiaries. For this purpose, such persons/firms, if they are not members of any Chamber of Commerce and Industry or Trade Organization, will be required to fill in Form 'T-2' in triplicate and submit it to the Offices of the Trade Development Authority of Pakistan for certification. Other instructions for issue of tickets, release of foreign exchange, admissibility of travel facility and the mode of payment for cost of passage/exchange etc. will remain the same as prescribed in paragraph 28 (i) to (vi) for business travel on the recommendations of the Chambers of Commerce/Trade Organizations on Form 'T-2'. However, in case the Consultancy /Construction firm/company is a public sector company, passage/exchange facility will be available only with the prior approval of State Bank.

30. Release of Exchange to Pakistani exporters for participation in International Trade Fairs/Exhibitions in Private Capacity.

Authorized Dealers may extend, subject to fulfillment of the drill prescribed herein for each category, following facilities to Pakistani exporters for participation in International Trade Fairs/Exhibitions in their private capacity as and when approached:

Category 'A' where sample goods are taken for display.

- (i) Remittance of space rent direct to Fair/Exhibition authorities against their debit note and undertaking from the exporter's firm/company on the form appearing at Appendix V-76. Remittance will be reported on Form 'M'.
- (ii) Release of exchange for construction of pavilion against estimate subject to rendition of account for expenses incurred and undertaking on the form appearing at Appendix V-76. Remittance will be reported on Form 'M'.
- (iii) Issue of an authority letter to the airline/travel agents for issue of ticket to and from the country where the Trade Fair/Exhibition is being held, for the representative of the firm/company on whose behalf foreign exchange for space rent/construction of pavilion already released, not exceeding two persons, on the form appearing at Appendix V-77 on production of documents showing confirmation for booking of space and credit note/receipt for foreign exchange already released. This authority letter will be retained by the airline for submission through passage statements.
- (iv) Release of foreign exchange on production of return ticket purchased against Authorized Dealer's authority mentioned in preceding sub-para (iii) at the rate not exceeding Business Travel Quota for the number of days of the fair plus another seven days for setting up stall and winding up of affairs but not exceeding 30 days. Release of exchange will be reported on T-1 Form under this authority.
- (v) Payment for the cost of ticket and foreign exchange to be released for payment of rent for stalls, booking of space, construction of pavilion, advance deposits etc.

and for the expenses of the representative of the firm/company participating in international trade fairs/exhibitions will be received by the Airlines/Travel Agents/ Shipping Companies and Authorized Dealers through cheques drawn on the bank account of the firm/company concerned.

Category 'B' - Trade Fairs/Exhibitions organized by the Chambers of Commerce and Industries (of Pakistan) or where exporter is participating in individual capacity where goods are taken for sale under Form 'E' procedure.

- (i) Remittance of Advance space rent by the Chamber of Commerce and Industry direct to Fair authorities against Debit Note supported by (a) list of participating members with their share of space rent and (b) undertaking in (Appendix V-76) from each member participating in the fair. Remittance will be reported to SBP-Banking Services Corporation on Form 'M'.
- (ii) Certification of Form 'E' on self consignment basis or otherwise as recommended by the organizing Chamber of Commerce and Industry.
- (iii) Issue of an authority letter to airline/travel agent for the issue of ticket to and from the country where the Fair is being held, for not more than two persons of the participating firm on whose behalf Form 'E' has already been certified, on Appendix V-77. This authority letter will be retained by the airline for submission through passage statements.
- (iv) Issue of authority letter to airline/travel agent for issue of tickets to the Pavilion Officer(s) nominated by the organizing Chamber on Appendix V-77. This authority letter will be retained by the airline for submission through passage statements.
- (v) Release of foreign exchange for Duty/Sales tax to the participating members on repatriable basis as per undertaking furnished on Form Appendix V-76. This will be reported on T-1 Form alongwith Business Travel Quota.
- (vi) Release of foreign exchange to the representative(s) of the participating firm/Pavilion Officer(s) on production of return air tickets purchased against Authorized Dealer's authority mentioned in preceding sub-paragraphs (iii) and (iv), at a rate not exceeding the Business Travel Quota for the number of days of the Fair plus 7 days extra for setting up stall and winding up of affairs but not exceeding 30 days. This will be reported on T-1 Form under this authority.
- (vii) Issue of authority letter for re-import of unsold goods exported under Form 'E' procedure as per preceding sub-paragraph (ii) on freight-to-pay basis. Original will be retained by the airline/shipping company and photo-copy will be produced to Customs for release of the goods.
- (viii) Payment for the cost of ticket and foreign exchange to be released for payment of rent for stalls, booking of space, construction of pavilion, advance deposits etc. and for the expenses of the representative(s) of the firm/company participating in international trade fairs/exhibitions will be received by the Airlines/Travel Agents/Shipping Companies and Authorized Dealers through cheques drawn on the bank account of the firm/company concerned.

Authorized Dealers should carefully note that in case of failure of the participants to submit evidence of having brought back the sample goods taken for display or encashment certificate of the samples sold and for failure to repatriate the foreign exchange released for space rent/duty etc., alongwith the sale proceeds (Category B) the Authorized Dealers will report the matter to the area office of the Foreign Exchange Operations Department of the SBP-Banking Services Corporation for suitable action. The Authorized Dealers will also report the outstanding sale proceeds including the amount released on account of space rent/duty etc. in their monthly overdue statement prescribed in Appendix V-20 of the Manual with specific remarks "Exhibition case".

31. Business Travel abroad with the approval of State Bank.

Persons desirous of proceeding abroad on business visits are free to approach the SBP-Banking Services Corporation for approval of passage facility and release of exchange for such visits. Applications for this purpose should be made to the SBP-Banking Services Corporation on Form "T" (Appendix V-78). At the time of forwarding such applications, which should be duly completed, Authorized Dealers should ensure that the requisite documents including a Confidential Report on the financial standing of the party are enclosed with the application.

32. Blanket permission for business travel abroad to exporters of commodities, services etc.

(i) State Bank also issues blanket permission for purchase of ticket and release of foreign exchange for business travel abroad to exporters of commodities, services etc. whose export earnings during the preceding calendar year or the year immediately preceding the month of the application are Rs 2.5 million or more in the case of exporters of commodities and Rs 0.25 million or more in the case of exporters of services like Indenting/Recruiting Agents, Construction Companies, Trade Marks and Patent Attorneys etc.

(ii) Request for issue of blanket permission should be made to the SBP-Banking Services Corporation on Form "BT" (Appendix V-79) in duplicate. Names of the Directors/Executives/Officials who would undertake business travel on behalf of the applicant firm against the blanket permission will be specified in the application. Not more than 3 persons can be nominated at a time for this purpose.

(iii) SBP-Banking Services Corporation will issue blanket permission on the original 'BT' form, which will be valid for a period of one year only. Only two representatives of the export houses/firms/companies can travel at a time against the blanket permission provided both of them are not travelling in one and the same direction and their destinations are distinctly separate. As an exception, two representatives can travel at a time against the blanket permission in one direction and for the same destination provided one of them is a technical representative of the firm / company and his visit is necessary. On expiry of the blanket permission, it should be surrendered to the issuing office of the SBP-Banking Services Corporation by the holders thereof alongwith one detailed achievement report in respect of all the business trips undertaken under the blanket permission. The renewal of blanket permission will be allowed by the SBP-Banking Services Corporation only in those cases where they are satisfied about the bonafides of the business visits undertaken and of the concrete results achieved by way of increased foreign exchange earnings for the country.

33. Booking of passage against blanket permission.

Airlines/Travel Agents may issue ticket for travel abroad of the persons named in the blanket permission issued by the SBP-Banking Services Corporation. The Airlines/Travel Agents will make endorsement in token of having issued the ticket on the blanket permission in the space provided for the purpose under their stamp and signature. A copy of the blanket permission will be retained by the Airline/Travel Agent which will be submitted in support of the booking reported in their monthly "Return of Passage Bookings". The aforesaid copy of the blanket permission shall be certified by the Airlines / Travel Agents in the following manner: -

"Payment received through Cheque No. _____ dated _____ drawn on the bank account of firm/company concerned.

Stamp & Signature”

34. Release of Foreign Exchange against blanket permission.

Authorized Dealers may release foreign exchange at the rates prescribed in para of this chapter on the strength of the following documents:

- (i) Blanket Permission of the SBP-Banking Services Corporation.
- (ii) Airline ticket.
- (iii) Letter from the export house/firm/company detailing the purpose and duration of the proposed visit.
- (iv) 'T-1' Form.
- (v) Passport.

In addition to the endorsement of foreign exchange released on the airline ticket and passport as required under the rules, the Authorized Dealer will also make endorsement of the foreign exchange released on the blanket permission in the space provided therein under its stamp and signature. A photo-copy of the blanket permission, duly certified by the Authorized Dealer in the manner indicated in the preceding paragraph, alongwith the letter of export house/firm/company mentioned at (iii) above, will be enclosed while reporting the sale to the Foreign Exchange Operations Department in their monthly exchange return.

35. Release of Foreign Exchange against Credit Cards to exporters.

Bonafide exporters can also draw exchange quota against credit card for business visits to countries other than Afghanistan. The following procedure will be followed in this regard:

- (i) Exporters desirous of availing the facility of credit card for business travel abroad, will make an application to the concerned Authorized Dealers (Credit Card Issuing Agencies) in the form appearing at Appendix V-80 duly certified by a Chamber of Commerce/Trade Organizations listed in Appendix V-74. While issuing credit card, the Authorized Dealers (Credit Card Issuing Agencies) shall make the endorsement on the face of blanket permission in the following format:

Name of Authorized Dealer (Credit Card Issuing Agency)

Credit Card No. _____

Issued to Mr. _____

Signature _____

Dated _____

(ii) The limit upto which the persons concerned may utilize the credit card facility shall be the maximum Business Travel Quota admissible under the rules for the time being in force less any amount of foreign currency notes/travellers cheques issued to them in Pakistan.

(iii) When proceeding abroad on business visit, persons concerned will submit to the Authorized Dealers (Credit Card Issuing Agencies) original blanket permission granted by the SBP-Banking Services Corporation or T-2 form duly certified by Federation of Pakistan Chamber of Commerce & Industry/Chamber of Commerce & Industry/concerned Trade Organization.

(iv) All remittances made by Authorized Dealers (Credit Card Issuing Agencies) in reimbursement of expenses incurred abroad by the holders of credit card will be reported in the monthly foreign exchange returns by them under the code relating to business travel.

(v) If so desired by the persons concerned, initial release in the shape of either foreign currency notes or travellers cheques can be obtained by them but only from the Authorized Dealer which has issued the credit card and from no other Authorized Dealer. Such sales will be reported to the Foreign Exchange Operations Department under the code relating to business travel on T-1 form with which a photocopy of Blanket Permission/T-2 form duly endorsed by the Authorized Dealers (Credit Card Issuing Agencies) will be attached. In the case of business travel against Blanket Permission a photo-copy of the letter submitted by exporting firm under para 34(iii) of this chapter will also be attached with the returns.

(vi) Subsequent remittance made by the Authorized Dealers (Credit Card Issuing Agencies) in reimbursement of the amount utilized abroad by the credit card holders will be reported on Form 'M' and endorsed on the photocopy of the relative Blanket Permission/T-2 form which will be attached with Form 'M'. In the case of business travel against Blanket Permission a photocopy of the exporting firm's letter referred to in preceding sub-para (v) will also be attached.

(vii) A photocopy of Blanket Permission/Original T-2 form bearing Authorized Dealer's (Credit Card Issuing Agency's) endorsement regarding release of initial amount of foreign exchange as well as subsequent remittances made by the Authorized Dealers (Credit Card Issuing Agencies) will be submitted to the Foreign Exchange Operations Department alongwith a monthly statement in the form appearing at Appendix V-81. This statement should reach the area office of the Foreign Exchange Operations Department by the 10th of the month following the month to which it relates. In the case of business travel against Blanket Permission the original letter submitted by the exporting firm in terms of para 34(iii) of this chapter will also be attached with the return.

(viii) Initial release/all subsequent remittances shall also be endorsed by the Authorized Dealer on original Blanket Permission which on expiry of its validity will be

surrendered to the Issuing Office in accordance with the instructions laid down in para 32(iii) of this chapter.

36. Release of Foreign Exchange to business executives of firms/companies other than exporters against Credit Cards.

The Credit Card facility as admissible to the bonafide exporters in terms of para 35 ibid can also be availed of by business executives of firms/companies other than exporters provided the firm/company is paying minimum income tax of one million rupees a year, after obtaining necessary approval from the area office of the Foreign Exchange Operations Department on production of the following documents through their bankers:

- (i) Formal request of the firm/company for credit card facility to their executives.
- (ii) Valid passports of the concerned persons together with original CNIC.
- (iii) Attested copy of the latest Income Tax Assessment Order of the firm/company.
- (iv) Attested copy of the receipted challan evidencing payment of Income Tax during the preceding income year.

After obtaining SBP-Banking Services Corporation's approval, the following procedure will be followed:

(a) Firms/companies other than exporters will approach the concerned Authorized Dealers (Credit Card Issuing Agencies) alongwith the approval letter of SBP-Banking Services Corporation and form "T-2" duly certified by the respective Chamber of Commerce and Industry/Trade Association. While issuing credit cards, the Authorized Dealers (Credit Card Issuing Agencies) shall make endorsement on the face of duplicate "T-2" form and on the back of SBP-Banking Services Corporation's approval letter in the following format:

Name of Authorized Dealer (Credit Card Issuing Agency)

Credit Card No.....

Issued to Mr.....

against S.B.P. BSC Approval No.....

dated.....

Date:.....

Signature:

Authorized Dealers (Credit Card Issuing Agencies) will retain a photo-stat copy of SBP-Banking Services Corporation's approval letter and return the original to the applicant.

(b) The limit upto which the persons concerned may utilize the credit card facility shall be the maximum Business Travel Quota admissible under the rules for the time being in force less any amount of foreign currency notes/travellers cheques issued to them in Pakistan.

(c) All remittances made by Authorized Dealers (Credit Card Issuing Agencies) in reimbursement of expenses incurred abroad by the holders of credit card will be reported in the monthly foreign exchange returns under the code relating to business travel.

(d) If so desired by the persons concerned, initial release in the shape of either foreign currency notes or travelers cheques, can be obtained by them but only from the Authorized Dealer which has issued the credit card and from no other Authorized Dealer. Such sales will be reported to the Issuing Office under the code relating to business travel on "T-1" form with which a photo copy of SBP-Banking Services Corporation's approval letter and "T-2" form duly endorsed by the Authorized Dealers (Credit Card Issuing Agencies) will be attached.

(e) Subsequent remittances made by the Authorized Dealers (Credit Card Issuing Agencies) in reimbursement of the amount utilized abroad by the Credit Card holders will be reported on Form 'M' and endorsed on the photo copy of the relative 'T-2' form which will be attached with Form 'M' alongwith photostat copy of SBP-Banking Services Corporation's approval letter.

(f) A photo copy of SBP-Banking Services Corporation's approval letter and Duplicate "T-2" form bearing Authorized Dealer's (Credit Card Issuing Agency's) endorsement regarding release of initial amount of foreign exchange as well as subsequent remittances made by the Authorized Dealer (Credit Card Issuing Agency) will be submitted to the Foreign Exchange Operations Department alongwith a monthly statement in the form appearing at Appendix V-81. This statement should reach the area office of the Foreign Exchange Operations Department by the 10th of the month following the month to which it relates.

37. Combination of two exchange facilities.

Authorized Dealers should not release foreign exchange for two different purposes at a time. In other words combination of two exchange facilities is not allowed.

38. Foreign Exchange facilities for studies abroad.

1) Authorized Dealers may remit foreign exchange to educational institutions abroad on behalf of students desirous of studying in accredited and recognized foreign institutions/ universities upto US\$ 70,000/- or equivalent in other foreign currencies per student per calendar year on account of application/processing charges, tuition fee, living expenses etc. in accordance with the procedure set out below:

i) Remittances related to application/processing charges for admission.

In cases where students are required to remit application/processing charges for admission in the foreign educational institutions, Authorized Dealers may make such remittances to the concerned foreign educational institution on production of documentary evidence to the satisfaction of the bank showing the amount of

application/processing charges. There is no restriction on the number of institutions to which a student can apply for admission.

ii) Remittance of tuition fee, living expenses etc.

The Authorized Dealers may make remittances for tuition fee, living expenses and other dues (health, insurance, union, sports, library fees etc.) on behalf of students desirous of studying abroad who have got admission in a foreign educational institution on the basis of the following documents:

- a) Application Form (Appendix V-82) duly filled in by the student/parent/guardian.
- b) Copies of CNIC/Form 'B' of the student and CNIC of the parent/guardian.
- c) Copy of passport of the student.
- d) Letter of admission from foreign educational institution.
- e) Letter/Cost Sheet from foreign educational institution showing break-up of expenses.

iii) Remittances to the foreign educational institution or the student.

Dues, including Tuition Fee, which are payable to the foreign educational institution should be remitted directly to the account of the educational institution via SWIFT, telegraphic transfer or demand draft and not remitted/released to the student. Living or miscellaneous expenses as indicated by the respective foreign institution/university, if not being remitted to the institution, can, however, be sent to the student himself via SWIFT, telegraphic transfer or demand draft.

iv) Initial cash foreign exchange requirements.

In order to meet the initial expenses related to boarding/lodging and/or other requirements of the student, Authorized Dealers can release cash foreign exchange equivalent to US\$ 5,000/- to the student which should be endorsed on his/her passport.

2) In case of foreign exchange requirements for studies abroad in excess of the above limit, the concerned Authorized Dealer will forward the case to the Director, Foreign Exchange Operations Department, SBP-Banking Services Corporation, Head Office, Karachi along with justification and documentary evidence for consideration.

Authorized Dealers will retain all related record including the documents submitted by the applicant as mentioned above for on-site inspection by the State Bank's Inspection Team.

(3) ³In order to facilitate and guide their individual customers desirous of availing above services, Authorized Dealers are advised to ensure the following:

- a) Information regarding provision of FX services for studies abroad should be displayed at prominent place at each authorized branch of the Authorized Dealer.
- b) Adequate stock of major foreign currencies should be maintained at all authorized branches to meet cash related requirements for such facility.
- c) Brochures containing information regarding services related to studies abroad may be made available at all branches. However, such information must be placed at official websites of the Authorized Dealers alongwith list of branches providing such service. Further, such list should also be available at all branches of the Authorized Dealer for guidance of customers.

³ EPD Circular Letter No. 14 dated September 14, 2018

- d) The officials dealing with such services should be trained/ made acquainted with the existing foreign exchange rules and regulations governing individual FX needs.

39. Freight on Personal Baggage.

(i) Airlines and Shipping Companies are authorized to accept freight at actual in rupees on personal baggage, whether accompanied or un-accompanied, both in respect of outward and inward journeys originating from Pakistan and terminating abroad, or originating from abroad and terminating in Pakistan, from travellers other than those who are covered by succeeding sub-paragraph (iii). Airlines/Shipping Companies can also accept outward excess baggage, whether accompanied or un-accompanied, on freight-to-pay basis without limit. However, it will be the responsibility of the Airlines to ensure that in respect of accompanied baggage, Excess Baggage Tickets are issued at actual weight basis and passengers are not provided with Miscellaneous Charges Orders for the purpose.

(ii) Shipping Companies/Airlines may accept payment of freight in rupees upto Rs 500 per packet in connection with the export of gift parcels and actual freight in connection with the export of bonafide free trade samples covered by paragraph 2 of Chapter 12. The Shipping Companies/Airlines while reporting such collections in their monthly returns of passage and freight collections should enclose a copy of the Airway Bill/Bill of Lading in support of the relative freight collections.

(iii) In respect of categories of travellers mentioned in sub-paragraphs (i), (ii)(a) and (iv)(a) of paragraph 7 of this chapter, Airlines/ Shipping Companies can accept freight without limit for transportation of personal effects whether accompanied or un-accompanied on outward journey subject to the same conditions as laid down in the said sub-paragraphs for booking of passage.

40. Release of Foreign Exchange for travel, education, medical treatment etc.

Amounts of foreign exchange in excess of the limits on payments for invisibles specified in paragraph 16 to 39 shall be released by the Authorized Dealers after prior verification of submitted documentary evidence demonstrating that the additional amount is needed in order to make a bonafide payment for purposes specified in the aforementioned paragraphs under advice to/with prior approval of the Foreign Exchange Operations Department, SBP-Banking Services Corporation, Karachi, as the case may be.

41. Conversion of Unspent Balance of Rupees by Foreign Nationals.

Authorized Dealers may allow conversion into foreign exchange of the unspent amount, without any limit, left with the foreign tourists out of proceeds of foreign exchange encashed by them in Pakistan with an Authorized Dealer. Re-conversion facility will be provided on production of encashment certificate (Appendix. V-9) by the foreign tourist or on the basis of endorsement recorded on his passport by an Authorized Dealer at the time of purchase of foreign exchange. The relative encashment certificate or copy of the relevant pages of passport shall be submitted to the SBP-Banking Services Corporation alongwith the monthly returns.

42. Endorsement on Passports and Tickets.

The amount of exchange sold by the Authorized Dealers together with the date on which the sale is made must be recorded on the traveller's passport under the stamp and signature of the Authorized Dealer at the time the sale is made. The endorsement should be

made on the special pages provided for the purpose. The exchange issued should also be endorsed on the first page of ticket jacket as also back side of the passengers' coupon and a hole punched in the upper right hand corner of the passengers' air/steamer ticket. Authorized Dealers should not sell any exchange unless a person holds a ticket for departure on a definite date and that such a date is not later than two weeks from the date on which the exchange is issued. No exchange should be sold against tickets which do not specify the date of departure provided that these instructions do not apply if a person is travelling by land route where only the passport will be endorsed.

43. Form in which Exchange may be issued.

(i) Exchange granted for travel purposes should be issued only in the form of travelers cheques or circular letters of credit or in foreign currency notes or coins. It may be issued in the form of T.T. or M.T. also or Draft but in such cases, it should be expressly provided that payment by the drawee bank shall be made only on the personal application and identification of the traveller. When issuing travellers cheques or circular letters of credit, the Authorized Dealers should invariably mention therein, the place and date of issue. The travelers cheques or circular letters of credit must be signed personally by the applicant in the presence of the Authorized Dealer. The travellers cheques issued against the admissible PTEQ will be branded by the Authorized Dealers with a rubber stamp containing the narration "Good for encashment outside Pakistan and in case of encashment in Pakistan, proceeds will be paid in Pakistan rupees only." The Authorized Dealers will maintain record of travellers cheques sold by them in a register with the prescribed ruling (Appendix V-84).

(ii) The release of admissible PTEQ to the travellers proceeding abroad in the shape of foreign currency notes will be restricted to US\$100 only. The balance amount of admissible quota will be released in the shape of travellers cheques duly branded with rubber stamp as stipulated in the preceding sub-para.

44. Surrender by Travelers of Unspent Foreign Exchange.

Attention of the all persons granted foreign exchange for travel abroad should be drawn by the Authorized Dealer to sub section (3) of Section 4 of the Act. No person who acquires foreign exchange for travel can use it for a purpose other than for his living or travelling expenses in the country for which exchange is issued. In the case of special allotment made by the State Bank, the exchange can be utilised only for the purpose for which it is sanctioned. All unspent amounts of foreign exchange should be sold to an Authorized Dealer by the traveller immediately on his return to Pakistan. If so desired by the person concerned, the amount of foreign exchange thus surrendered may be endorsed on his/her passport.

45. Exchange for Hajj.

The Government of Pakistan announces each year the scale on which foreign exchange will be released to intending pilgrims to Saudi Arabia. Foreign exchange may be released by the designated Authorized Dealers to intending pilgrims in the form and on the scales and in accordance with the special instructions and conditions laid down by the Government for different categories of pilgrims.

45A. Remittances by Authorized Dealers on behalf of Hajj Group Organizers for Hajj.

(i) ⁴Authorized Dealers may remit foreign exchange on behalf of the Hajj Group Organizers (HGOs) having been allocated quota by the Ministry of Religious Affairs & Interfaith Harmony (MoRA) under the Private Hajj Scheme for respective Hajj season subject to terms and conditions mentioned below. Authorized Dealers may obtain list of enlisted HGOs along with allocated quota in respect of each HGO from MoRA.

Authorized Dealers, on being approached, shall either open a PKR Account in the name of concerned HGO with suffix “Hajj” or use the previously opened similar account specifically for the purpose of Hajj related remittances to Saudi Arabia subject to the following:

a) While opening/activating and operating these accounts, Authorized Dealers shall strictly follow SBP’s AML/KYC guidelines and ensure compliance of all related rules and regulations issued from time to time. They shall obtain all necessary documents from the concerned HGO.

b) For the purpose of effecting Hajj related remittances to Saudi Arabia, each HGO is permitted to maintain only one account with the Authorized Dealer of its choice. In this respect, Authorized Dealer shall obtain an undertaking from the HGO that it is not maintaining such account with any of the other Authorized Dealers or any other branch of the same Authorized Dealer for this purpose.

(ii) With respect to the operations of the designated accounts of HGOs in Pakistan, the Authorized Dealers will ensure that permissible deposits shall only be the PKR funds received from intending pilgrims by the HGOs. The Authorized Dealers shall obtain the list of intending pilgrims from concerned HGOs containing at least the below-mentioned details:

- a) Name, address and contact details.
- b) Passport No. &
- c) HGO Hajj Package opted (Amount of Hajj Packages).

(iii) Authorized Dealers shall allow remittances into HGO’s account maintained with a specified Saudi bank against the PKR funds collected by HGOs in terms of sub-para (ii) above. However, in case where an HGO has not been able to open/operate account in Saudi Riyal with a Saudi bank, the remittances may be allowed directly to vendors/service providers in Saudi Arabia through FDD/TT/SWIFT. In this context, Authorized Dealers must ensure the following:

a) The remittances shall only be made for meeting expenses related to housing, Maktab, catering, transportation, guides, subsistence requirements and charges of the Ministry of Hajj in respect of intending pilgrims performing Hajj from the quota allocated to the concerned HGO against authenticated underlying contracts with service providers in Saudi Arabia and submission of following information/documents by the respective HGOs:.

(aa) Detail of Hajj Package bifurcating local and foreign expenses per pilgrim.

(bb) Quota Allocation letter by MoRA for respective Hajj season.

⁴ F.E. Circular No. 03 dated July 01, 2016

(cc) Invoice(s) issued by Saudi vendors in favor of which remittance is being made or FDD is being issued. However, in case final invoices are not available with the HGOs, the Authorized Dealers will ensure submission of related invoices etc. after finalization of the contracts and will allow remittances after due diligence of contracts.

b) The HGOs shall provide per pilgrim per service foreign exchange requirements to Authorized Dealers for the services mentioned at (a) above in terms of related package. Authorized Dealers shall make remittances for such services after due verification keeping in view the total quota allocated to the concerned HGO under the Private Hajj Scheme for the concerned Hajj season. However, in any case, total remittances per pilgrim into account of HGO/direct payments to vendors in Saudi Arabia should not exceed 80% of the Hajj Package being offered to the individual pilgrim.

c) In case aggregate remittance against all services by an HGO on any given day exceeds US\$ 100,000/-, the concerned HGO will approach Exchange Policy Department, State Bank of Pakistan, Karachi along with related details and Form 'M' through the concerned Authorized Dealer for prior approval.

d) Head/Principal Offices of Authorized Dealers shall submit consolidated report in respect of remittance transactions to the State Bank executed on behalf of HGOs on or before the 5th day of the following month as per the prescribed format (Appendix V-140) at the email ID: haji.epd@sbp.org.pk. Further, Authorized Dealers shall maintain complete record of these transactions for SBP's inspection.

e) It is mandatory for HGOs to repatriate the un-utilized amount to their designated bank accounts in Pakistan after completion of Hajj season. The respective Authorized Dealer shall ensure compliance of the same. Further, HGOs shall have the option to withdraw or transfer remaining PKR funds from these accounts to any other PKR account in Pakistan.

(iv) ⁵Further, in order to facilitate the HGOs to make arrangements of Maktab, housing, catering, transportation, guides, etc. in Saudi Arabia, Authorized Dealers may make advance remittances on behalf of HGOs upto 30% of the Hajj Package being offered by them to the individual pilgrims. The remittances will be made on submission of the following information/documents by the respective HGOs:

(a) Authenticated underlying contract with Saudi vendor/service provider.

(b) Details of Hajj Package bifurcating projected local and foreign expenses per pilgrim.

(c) Quota Allocation letter by the Ministry of Religious Affairs & Interfaith Harmony for previous Hajj season.

(d) Undertaking from concerned HGO for repatriation of funds in case of non-performance.

(e) Invoice(s) issued by Saudi vendors/service providers in favor of which advance remittance is being made. However, in case final invoices are not available with the HGOs at the time of remittance, the Authorized Dealers will ensure receipt of related invoices subsequently.

⁵ EPD Circular Letter No. 07 dated February 24, 2017

v) ⁶In addition to the above, Authorized Dealers may also effect Hajj related remittances into United Agents Office, Saudi Arabia's IBAN maintained on behalf of each HGO with the External Hajj e-Service Portal. The remittances will be made on submission of following information/ documents by the respective HGOs:

- a) Details of Hajj Package bifurcating local and foreign expenses per pilgrim in terms of related Hajj Package(s).
- b) Undertaking from concerned HGO for repatriation of funds in case of non-utilization.

vi) Authorized Dealers must ensure receipt of all related invoices/e-invoices/vouchers, etc. from concerned HGO after finalization of the contracts, reconcile each transaction subsequently and comply with all instructions including those mentioned at Para (iii) above.

vii) While processing advance remittance request, the Authorized Dealer will take all possible measures to verify the bonafides and genuineness of the transaction. In case of non performance of contract for any reason, the Authorized Dealer and HGO will ensure repatriation of advance payment before completion of respective Hajj season.

viii) In the case of repatriation of advance payment, exchange gain, if any, will not be passed on to the HGO, rather the same will be deposited in favor of State Bank of Pakistan. To this effect, the Authorized Dealer should get consent/agreement signed by the concerned HGO at the time of effecting remittance. ⁷The exchange gain should be deposited in favor of the State Bank through RTGS Clearing Account No. 427518. In this respect, a consolidated statement regarding all such cases will be submitted by Head/Principal Offices of the Authorized Dealers to the Director, Foreign Exchange Operations Department, SBP-Banking Services Corporation on monthly basis as per prescribed format (Appendix V-141).

45B Remittances by Authorized Dealers on behalf of Umrah Organizers⁸

(i) Authorized Dealers may remit foreign exchange on behalf of the Umrah Organizers (Travel Agents) subject to following terms and conditions:

- a) Authorized Dealers, on being approached, shall open a PKR Account in the name of concerned Umrah Organizer with suffix "Umrah" for the purpose of Umrah related remittances to Saudi Arabia.
- b) While opening and operating these accounts, Authorized Dealers shall strictly follow SBP's AML/KYC & CDD guidelines and ensure compliance of all related rules and regulations issued from time to time.
- c) For the purpose of effecting remittances to Saudi Arabia, each Umrah Organizer is permitted to maintain only one account with the Authorized Dealer of its choice. In this respect, Authorized Dealer shall obtain an undertaking from the Umrah Organizer that it is not maintaining such account with any other Authorized Dealer or any other branch of the same Authorized Dealer for this purpose.

⁶ EPD Letter No. 16540/EPP.8(8)P/2017 dated July 14, 2017

⁷ EPD Circular Letter No. 22 dated Dec 05, 2017

⁸ F.E. Circular No. 07 dated June 13, 2017

- d) Authorized Dealers shall ensure that permissible deposits will only be PKR funds received from intending pilgrims by the Umrah Organizers.
 - e) Authorized Dealers may also effect advance remittances on behalf of Umrah Organizers to Saudi Arabia on account of booking of hotels, transport and other associated purpose(s), if any. However, Authorized Dealers must ensure that the outstanding amount of such advance payment(s) at any time should not exceed USD 30,000 or equivalent.
 - f) Authorized Dealers shall make remittances directly to vendors/service providers in Saudi Arabia through SWIFT/ Telegraphic Transfer/ Foreign Demand Draft.
- ii) The remittances shall only be made for meeting expenses related to accommodation, transportation, fee/charges of the concerned Ministry of Saudi Arabia, if any, in respect of intending pilgrims performing Umrah on submission of the following information/documents:
- a) Copy of license from the respective Department of Tourism Services.
 - b) Copy of registration letter by International Air Transport Association.
 - c) Copy of agreement/contract between Umrah Organizer and Saudi vendor/service provider. However, the Authorized Dealer should ensure that the original agreement/contract bears the attestation of the Ministry of Religious Affairs & Interfaith Harmony.
 - d) Invoice(s) issued by Saudi vendors in whose favor remittance is being made.
 - e) Consolidated information as per the prescribed format (Appendix V-142) duly filled in by Umrah Organizers. However, in case of advance remittance, the Authorized Dealers shall ensure receipt of complete information/ documents after finalization of the contracts.
 - f) For advance remittances, an undertaking from concerned Umrah Organizer that he shall ensure repatriation of funds in case of non/ partial performance for any reason.
- iii) The Umrah Organizers shall provide per pilgrim per service foreign exchange requirements to Authorized Dealers for the services mentioned at (ii) above in terms of related package. Authorized Dealers shall make remittances for such services after due verification of above documents/information. However, in any case, total remittances per pilgrim to vendors in Saudi Arabia should not exceed Umrah Package being offered to the individual pilgrim after deducting air ticket, commission and other local charges, if any.
- iv) In case intended aggregate remittance(s) by an Umrah Organizer on any given day exceeds USD 30,000 or equivalent, the concerned Authorized Dealer will approach Exchange Policy Department, SBP, Karachi along with related documents for prior approval.
- v) While processing the requests for above remittances, the Authorized Dealer will take all possible measures to verify the bonafides and genuineness of information/data provided by Umrah Organizers and reconcile the same with the information issued by relevant authorities of Saudi Arabia. In case of any discrepancy, the Authorized Dealer should pursue the matter with the concerned Umrah Organizer.

vi) Head/Principal Offices of Authorized Dealers are required to submit consolidated report in respect of remittances/advance remittances effected on behalf of Umrah Organizers on or before the 5th day of the following month as per the prescribed format (Appendix V-142) at umrah.epd@sbp.org.pk. Further, Authorized Dealers shall ensure proper reporting of such remittances in their monthly foreign exchange returns and maintain complete record of these transactions for SBP's inspection.

vii) It will be mandatory for Umrah Organizers and the concerned Authorized Dealer to reconcile the receivables/payables with Saudi vendors by the last day of month of Shawal and ensure settlement of transactions and repatriation of unutilized balances, if any, by 10th of the following month.

viii) In case of repatriation of advance payment(s), exchange gain, if any, will not be passed on to the Umrah Organizer, rather the same will be deposited in favor of State Bank of Pakistan. To this effect, the Authorized Dealer should get consent/ agreement signed by the concerned Umrah Organizer. ⁹The exchange gain should be deposited in favor of the State Bank through RTGS Clearing Account No. 427518. In this respect, a consolidated statement regarding all such cases will be submitted by Head/Principal Offices of the Authorized Dealers to the Director, Foreign Exchange Operations Department, SBP-Banking Services Corporation on monthly basis as per prescribed format (Appendix V-143).

46. Remittances for maintenance expenses of the families of Pakistanis living abroad temporarily.

State Bank considers requests for allowing remittances in foreign exchange on account of living expenses of families of Pakistani nationals living abroad temporarily for some genuine personal reasons and whose cases are not covered by para 23 and 38 of this chapter provided the following documents are submitted:-

- (i) Application from Pakistan national resident in Pakistan indicating the purpose for which the family went abroad and the reason for its continued residence abroad and the probable period of stay abroad.
- (ii) A certificate from Pakistan Embassy/High Commission in the concerned country confirming the reason of stay abroad of the family, expected period of stay, the number of persons in the family and the amount required per month for maintenance. The certificate should confirm that the concerned persons hold Pakistani passports.

47. Back to back Remittance.¹⁰

Authorized Dealers may issue foreign currency travelers' cheques to foreign nationals and Pakistani nationals (residents and non-residents) upto the limit prescribed under para 10(ii) Chapter 18 of the Foreign Exchange Manual (Ninth Edition) against surrendering of an equivalent amount of foreign exchange in cash.

⁹ EPD Circular Letter No. 22 dated Dec 05, 2017

¹⁰ F.E. Circular No. 22 dated December 23, 2002.