

Annexed with Letter No.....

Dated.....

Check List of Requisite Documents/Information

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. ABC Pvt. Limited on behalf of M/s. XYZ Pvt. Limited**

List of Required Documents

Sr #	Document Type	Document Attached
1	Certified copy of Commercial Invoice	<input type="checkbox"/>
2	Certified copy of Courier Receipt/BL/AWB/RR etc.	<input type="checkbox"/>
3	Certified copy of Duty Paid Challan	<input type="checkbox"/>
4	Certified copy of GD Form	<input type="checkbox"/>
5	Certified copy of Importer's Undertaking	<input type="checkbox"/>

Check List

Sr #	Criteria	Yes	No	N/A
1	Invoice amount same as requested amount.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment/remittance is requested as per declared value on GD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Third Party payment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	"O original issued" mentioned on B/L in case of Express/Way Bill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Beneficiary & Importer are same on transport document, GD and Invoice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Transport Document number on GD matches with transport document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Port of shipment is same on transport document and GD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	L/C, Advance Payment, Collection not mentioned on GD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Item description on GD is same as on invoice & BL/AWB/TR/RR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Invoice value is less than or equal to CFR value on GD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Invoice Value is equal to declared value on GD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Amount mentioned on Duty paid challan is greater than or equal to amount of duty mentioned on GD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	The import transaction made b/w group companies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Certified copy of Shipping Line's Confirmation regarding surrender of B/L.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sign & Stamped

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

Sign & Stamped

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