

Bank's Cover Letter on its Letterhead

Reference No. & Date:

To,
The Director,
Foreign Exchange Operations Department,
SBP BSC (Bank), Head Office/Field Office,
Karachi/City of Field Office.

Dear Sir,

**¹Subject: Approval for Utilization of FE Allocation
of GBP XXX/- for import through Establishment of LC/Contract/
Advance Payment favoring**

M/s. XYZ International (Exporter) on behalf of M/s. ABC Ltd (Public Sector Entity/Department).

1	Name of Applicant		
	i)	Business Address	
	ii)	Email ID	
2	Name of Beneficiary		
	Mailing Address		
	Profile of company		
3	Agreement between the Two Parties		
	i)	Purchase Order/Performa invoice/Contract #, if applicable	
	ii)	Amount of P.O/Performa Invoice	
	iii)	Validity Period (reference of clause)	
	iv)	Detail of Addendum, if applicable	
4	Import Commodity		
5	Type & Sub Type of FE Allocation		
6	Recommendations		
7	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 FEM 2017 we hereby confirm that we have thoroughly verified the supporting documents provided by our above mentioned client and have found them in order. Further we undertake to ensure that funds will be used for the stated purpose and no duplicate payment will be made against the said import.

¹ The Subject Line must have Five Components: (i) Amount, (ii) Purpose, (iii) Mode of Payment, (iv) Name of Beneficiary, and (v) Name of Applicant

In light of the above, you are requested to approve the request for Import amounting to GBP XXX/- on behalf of M/s. ABC Ltd. and favoring M/s. XYZ International.

Sign & Stamped

Name
Trade Officer
Mailing Address
Direct Extension/Cell No.
Email ID
Fax No.

Sign & Stamped

Name
Compliance Officer
Mailing Address
Direct Extension/Cell No.
Email ID
Fax No.

Bank's Cover Letter on its Letterhead

Reference No. & Date:

To,
The Director,
Foreign Exchange Operations Department/Field Office,
SBP BSC (Bank), Head Office/Field Office,
Karachi/City of Field Office.

Dear Sir,

²Subject: Approval for Utilization of FE Allocation for Remittance of GBP XXX/- being (*Purpose*) favoring M/s. XYZ International (*Beneficiary*) on behalf of M/s. ABC Ltd (*Public Sector Entity/Department*).

1	Name of Applicant		
	i)	Business Address	
	ii)	Email ID	
2	Name of Beneficiary as per Form 'M'		
	Mailing Address		
	Profile of company		
3	Agreement between the Two Parties		
	i)	Work Contract #, if applicable	
	ii)	Amount of Contract	
	iii)	Invoice #	
	iv)	Amount of Invoice	
	v)	Validity Period (reference of clause)	
vi)	Detail of Addendum, if applicable		
4	Detail of services rendered by beneficiary		
5	Form 'M' No.		
6	Total Payment to be made as Service Charges Payment under the Agreement		
	i)	Reference (No. & Date) of previous SBP approval, if any	
	ii)	Payment Terms. Whether the payment would be made as lumpsum or in tranches?	
	iii)	Payment plan for balance remittances	
7	Type & Sub Type of FE Allocation		
8	Tax details		
	i)	Applicable tax rate	
	ii)	Who will pay the taxes? (reference of clause)	
9	Recommendations		
10	Are the documents complete as per the Checklist? If No, furnish reason(s).		

² The Subject Line must have Four Components: (i) Amount, (ii) Purpose (as per Form-M), (iii) Name of Beneficiary, and (iv) Name of Applicant

As per Para 5 & 6, Chapter 1 and Para 10, Chapter 10 of FEM 2017 we hereby confirm that we have thoroughly verified the supporting documents provided by our above mentioned client and have found them in order. Further we undertake to ensure that funds will be used for the stated purpose and no duplicate payment will be made against the said service.

In light of the above, you are requested to approve the request for remittance of GBP XXX/- being Service Charges on behalf of M/s. ABC Ltd. and favoring M/s. XYZ International.

Sign & Stamped

Name
Trade Officer
Mailing Address
Direct Extension/Cell No.
Email ID
Fax No.

Sign & Stamped

Name
Compliance Officer
Mailing Address
Direct Extension/Cell No.
Email ID
Fax No.