**Date:-**

To,

The Manager,

RR Sen & Bros Pvt. Ltd.

New Delhi.

**Sub: Referral Agent Proposal cum Declaration for Foreign Exchange Services**

Dear Sir/ Madam,

To introduce, we are a company/firm/individual having its office at --------------------- for the last ------ years and are engaged in the business of offering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Services. Our customers are in the need of availing Foreign Exchange & Remittance facilities and for this purpose, we wish to serve as a Referral Agent to your Company with a view to refer all customers.

We express our intention to work on the following terms and conditions:-

1. That we shall refer the customers to your designated branch offices and shall assist you in carrying your due diligence of the customers and we shall also assist you for any type of information or document relating to the customers, required by you at any time in future also after processing the transaction.
2. That we assure you that we will refer the customers to you only for their lawful and bonafide Foreign Exchange needs as permitted under FEMA and other Statutory Regulations, after comprehensive initial verification at our end.
3. That we shall extend you our fullest cooperation at all the times.
4. That you will release our commission by 10th of the month in which the Invoice by us is raised on you in respect of the transactions of the preceding month. You will deduct applicable Taxes from the commission before paying the same to us. We confirm that in case of any dispute concerning any item of the Invoice, the decision of RRSB shall be final.
5. That you will have the absolute right to reject any transaction as per your discretion and we will never have any claim or objection to the same.
6. That we shall ensure that the original KYC documents of the applicant and his Father/Mother/Brother (if applicable) i.e. Passport and PAN are verified by us in original in the physical presence of the customer and we shall send you the true copies thereof for processing his TT (Telegraphic Transfer).
7. That we shall ensure that other documents are also signed by the customer/his Father/Mother/Brother (if applicable) himself in our presence, before submitting the same to you.
8. That we will maintain complete records in respect of all Forex transactions referred by us to you and an Invoice with prescribed details of all the TRXs shall be sent by us to you every month from our registered email or registered whatsapp numbers before 7th of every following month.
9. That the Commercial terms for this arrangement shall be as per Company policy, which can be amended by you at any time as per your discretion**.**
10. That any dispute arising from this relationship shall be subject to the exclusive jurisdiction of Courts at Delhi.
11. That for all types of correspondence with you, your details are given below:-
    1. Whatsapp no.-------------
    2. Email ID----------------
12. RRSB reserves the right to reject the transaction where customer bonafides are not found satisfactory / remittance is not within permissible purposes/ or transaction don’t full fill KYC, compliance or any other kind of regulatory or internal guidelines.
13. RRSB reserves the right to withdraw the arrangement at its discretion without giving any prior notice.

We assure you that any other term or condition as prescribed by you at any time in future shall also be acceptable to us.

Thanking you

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:

Company/Firm Name:

**List of Documents for code opening (One time KYC)-**

**Applicable for Referral Agent Code also - (All Copies should be self attested)-**

**IN Case of Company or Partnership Firm**

1. Memorandum of association (MOA) + Articles of Association (AOA) + Certificate of Incorporation (COI).
2. PAN Card of the Company or Firm
3. GST Copy.
4. Address Proof - Latest Utility Bills like Telephone, Electricity/Notarized Rent agreement (Not more than two months old).
5. KYC Forms duly signed and stamped (Format attached) (Annex A- KYC Form)
6. List of Authorized Signatories to deal the Foreign Exchange Transaction in the prescribed format duly signed on letter head of the Company along with id proof of all authorized persons. (Format Attached Annex B- Authorized Signatory declaration form).

**IN Case of Proprietorship Firm**

1. Trade Licence Copy (In case applicable in the state)
2. Shop Establishment registration.
3. PAN Card of the Firm/ Proprietor
4. GST Copy.
5. Address Proof - Latest Utility Bills like Telephone, Electricity/Notarized Rent agreement (Not more than two months old).
6. KYC Forms duly signed and stamped (Format attached) (Annex A- KYC Form)
7. List of Authorized Signatories to deal the Foreign Exchange Transaction in the prescribed format duly signed on letter head of the Company along with id proof of all authorized persons. (Format Attached Annex B- Authorized Signatory declaration form).

**In Case of FFMC/AD 2**

1. RBI License Copy
2. PAN Card of the Company
3. GST Copy.
4. Address Proof - Latest Utility Bills like Telephone, Electricity/Notarized Rent agreement (Not more than two months old).
5. KYC Forms duly signed and stamped (Format attached) (Annex A- KYC Form)
6. List of Authorized Signatories to deal the Foreign Exchange Transaction in the prescribed format duly signed on letter head of the Company along with id proof of all authorized persons. (Format Attached Annex B- Authorized Signatory declaration form).

**In Case of Individual referral Agents**

1. PAN Copy
2. Address Proof - Latest Utility Bills like Telephone, Electricity
3. Cancelled cheque copy
4. Proposal cum declaration. (Format attached)

**In case of Tour Operator/Travel Agent**

**All standard KYC with following extra documents :-**

1. Bank Statement of last six month.
2. TCS declaration cum indemnity in standard format.

**ANNEXURE –A - KYC Form**

(To be completed by the Corporate / Travel Agent /COMMISSION AGENT/ FFMC)

|  |  |  |  |
| --- | --- | --- | --- |
| KNOW YOUR CUSTOMER FORMAT FOR CORPORATE /TRAVEL AGENT/COMMISSION AGENT & FFMC | | | |
| 1 | NAME OF THE CLIENT/COMPANY/FIRM/PROPRITORS | Compulsory |  |
| 2 | FULL OFFICE ADDRESS | Compulsory |  |
| 3 | CONTACT DETAILS | Compulsory |  |
|  | TELEPHONE NO |  |  |
|  | FAX NO. |  |  |
|  | E-MAIL ID | Compulsory |  |
|  | WEB SITE IF ANY |  |  |
|  |  |  |  |
| 4 | CONTACT PERSON & DESIGNATION | Compulsory |  |
| 5 | LIST OF DIRECTORS / PARTNERS / PROPRIETOR | Compulsory |  |
| 6 | NATURE OFBUSINESS (IN BRIEF) | Compulsory |  |
| 7 | MAIN BANKERS – BANK ACCOUNT NUMBER, IFSCE CODE, BANK NAME , BRANCH & ADDRESS | Compulsory |  |
| 8 | PERMANENT ACCOUNT NUMBER | Compulsory |  |
| 9 | IATA NO. (Only for Travel Agent) |  |  |
| 10 | GST NUMBER IF ANY |  |  |
| 11 | ANY OTHER INFORMATION |  |  |
|  |  |  | |

We enclose certified copies of the following documents required as per the RBI guidelines :-

Authorised Signatory with seal and designation

**ANNEXURE –B - Authorized Signatory declaration form**

To,

Date: - ……………………..

The Manager

R.R SEN & BROS (P) LTD

Branch -

Dear Sir,

**Sub: Authority letter for Purchase / Sales of FX**

I/We ……………………………………….. (legal entity name), (hereinafter referred to as "APPLICANT") have authorized the following person(s) as an authorized representative(s) of the APPLICANT to execute foreign exchange transactions with M/s R.R SEN & BROS ( P) LTD, from time to time, and to purchase Foreign Exchange for and on behalf of the APPLICANT. We have specifically authorized the person(s) named herein below to sign request letter for purchase / surrender of foreign exchange for the employees of the APPLICANT travelling abroad for and on behalf of the APPLICANT. We, hereby take the complete responsibility for any transaction undertaken by the said authorized representative(s) with R. R SEN & BROS (P) LTD.

The Signature of the authorized person(s)/representative(s) is attested below:

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No | Name | Designation | Signature |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Further the APPLICANT is responsible to make payment for the foreign exchange released to the APPLICANT and its employees by R.R SEN & BROS (P) LTD from time to time under the instructions of our aforesaid authorized representative(s).

We further declare that the undersigned has required empowerment to give this letter of authority on behalf of the APPLICANT.

The identity proofs of the aforesaid authorized person(s) and for the undersigned are enclosed herewith.

For ………………………………………………………

Name:-