

ANNEXURE;I

**APPLICATION FOR PERMISSION TO POST A REPRESENTATIVE ABROAD
/ ESTABLISH OFFICE / BRANCH OVERSEAS**

FORM

ABOR

Documentation:

1. Correspondence in original together with photocopies thereof regarding the arrangement made in foreign country for posting of representative/establishment of branch/office
2. Certificate from a chartered accountant for the annual sale/income or turnover for the last two accounting years

A. Basic information and the existing arrangement

| | | | | |
|---|---|-------------|--------|---------|
| 1. Name and address of the applicant | : | | | |
| 2. Nature of the applicants business in India | : | | | |
| 3. Names and addresses of applicants bankers in India | : | | | |
| 4. Number of the EEFC account if any opened by the applicant and the name of the bank and the branch with whom it is opened | : | | | |
| 5. Details of sales / income / turnover during the last two accounting years. | : | | I year | II year |
| | | a. Sales | | |
| | | b. Income | | |
| | | c. Turnover | | |

| | | | | | | |
|---|---|---------------------|--------------------|---------|----------------|--------|
| 6. Particulars of existing overseas representative / office / branch (If the space is not sufficient annex details in a separate sheet) | : | Name of the country | * Nature of office | Address | ** Name of the | |
| | | | | | Bank | Branch |
| | | | | | | |

(* mention whether overseas branch / office or representative)

(** mention the name of the bank and the branch through whom remittances are made)

B. Arrangement proposed to be made for which the application is filed

| | | |
|--|---|---|
| 7. Nature of arrangement required | : | <input type="checkbox"/> overseas branch <input type="checkbox"/> overseas office <input type="checkbox"/> Trading <input type="checkbox"/> Non trading <input type="checkbox"/> overseas representative |
| 8. Place and country of establishing overseas office / branch or posting representative | : | |
| 9. Territories or countries to be covered by the proposed office branch / representative | : | |
| 10. Details of business to be conducted abroad by the office branch / representative | : | |
| 11. | | |
| a.If a representative is to be posted abroad please state | | |
| Name of the representative | | |
| Nationality | | |

| | | |
|--|--|--|
| Permanent address | | |
| Present occupation | | |
| b. Remuneration proposed to be paid | | |
| Salary | | |
| Accommodation | | |
| Travelling allowance (enclose copy of the appointment letter with terms of appointment) | | |

OR

| | | | |
|--|--|------|-------------|
| 11.If a overseas branch / office is to be established | | | |
| a. Initial establishment expenses | | | |
| Advance rental / deposit for securing office / residential accommodation | | | |
| | | | |
| Office equipment / furniture | | | |
| Car | | | |
| | | | |
| Others (specify) | | | |
| | | | |
| b. Recurring Expenses per month | | | |
| | | Name | Designation |
| Salary for staff | | | Amount |
| | | | |
| Telephone / telex etc | | | |
| | | | |
| Rates and taxes | | | |
| | | | |
| Rent | | | |
| | | | |
| Others (specify) | | | |

We confirm that

the overseas branch / office to be setup or representative to be posted overseas is for conducting normal business activities of our firm / company and that the overseas branch / office / representative shall not enter into any contract or management in contravention of the Foreign Exchange Management Act 1999, Rules or Regulations made there under.

We hereby certify that

a. The particulars given are true to the best of knowledge and belief. No application for release of exchange has been or will be made to any other authorized dealer in respect of permission sought under this application.

b. All the expenses of the office or representative detailed above will be borne by our firm / company

We undertake

to strictly abide by the Foreign Exchange Management Act 1999, Rules, Regulations, Notifications and Instructions issued by Reserve Bank of India from time to time.

Place:

Signature of the authorized official

Date:

Name of the firm / Company

Name of the official

Designation

Address

For official purposes of the bank.