

A Step-by-Step Guide for Completing the Remittance Application

Step No.	What You Should Do
Step 1	Fill form RMT-1 completely and legibly. Please read carefully the instructions which are printed on the form. If you know the branch code of the branch to which you are sending the money, please also mention it in box B. Don't forget to sign and date in box E.
Step 2	A simple way of paying money to us is by your personal check, payable to "State Bank of India, New York". Draw the check for the total amount that you wish to pay to us, including our commission and mailing charges, if any. We will collect the check and send the remittance <i>after</i> the hold period (3 banking days for NYC checks; 5 banking days for others).
Tip	If you are also applying for the ACH facility, give personal check of the account on which you want ACH facility.
Alternative Step 2	For an urgent remittance , you can pay us in any of the following ways: <ul style="list-style-type: none"> (a) <u>Certified Personal Check</u>: Take your personal check to your bank and ask them to affix the <i>certification stamp</i> on your check. (b) <u>Cashier's Check</u>: Purchase a Cashier's Check from your own account for the total amount that you wish to pay to us, including our commission and mailing charges, if any. Ask your bank to PRINT your name on the check. (c) <u>Wire Transfer</u>: If you have a User Registration Number, you can wire transfer the funds into our Remittance Hold Account No.77698405507006 using our ABA routing number 0260-0914-0. Ask your bank to incorporate your name in the wire transfer. <p>In all the above cases, we will endeavor to send the remittance on the day we receive the wire transfer / check, if received by 12 p.m.</p> <p>All checks must be payable to "State Bank of India, New York".</p>
Step 3	<ul style="list-style-type: none"> • If you are paying by check, mail form RMT-1 to Remittance Service Section, State Bank of India, 2nd Floor, 460 Park Avenue, New York, NY 10022. • If you are paying by wire transfer, fax form RMT-1 to (212)521-3363 and call us to confirm proper fax transmission.

Thank You!

If you have followed the instructions correctly, and you are already a Registered User, we will endeavor to process your application on the day on which we receive it, if received by 12 p.m.

APPLICATION FOR REMITTANCE TO INDIA

Form RMT-1

TO: State Bank of India, Remittance Service Section, 460 Park Avenue, 2nd Floor, New York, NY 10022

I am a Registered User of your remittance services and my URN is _____

OR I am an account holder of your Branch and my account no. is _____

I request you to remit funds on the terms and conditions governing such remittances (given on p. 2) and as per details given below :

REMITTER	NAME		
CONTACT PHONE NO.	- -	My address has changed and form AUR(M) is enclosed.	Yes / No
PURPOSE OF REMITTANCE <i>(Check As Applicable)</i>	<input type="checkbox"/> Family maintenance	<input type="checkbox"/> Personal expenses	<input type="checkbox"/> Savings or investment
	<input type="checkbox"/> Purchase of property	<input type="checkbox"/> Others (specify):	
SOURCE OF FUNDS <i>(State how you acquired the funds)</i>	<input type="checkbox"/> My current income	<input type="checkbox"/> My past savings	<input type="checkbox"/> Sale of my property
	<input type="checkbox"/> Liquidation of my investments		
	<input type="checkbox"/> Others (specify):		

BENEFICIARY <i>(That is, the person or entity to whom you are sending money)</i>			
NAME IN FULL			
RELATIONSHIP <input type="checkbox"/> Self/ Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Sibling <input type="checkbox"/> Uncle/Aunt <input type="checkbox"/> Nephew/Niece <input type="checkbox"/> Other (specify):			
INDIAN MAILING ADDRESS			PIN CODE
Beneficiary's Bank Details <i>(In case of draft, mention only name and code of SBI branch on which the draft should be drawn)</i>			
NAME OF BANK		BRANCH NAME	
BRANCH CODE (SBI only)		IFS CODE (other banks only)	
STR. ADDRESS			
CITY/ VILLAGE		DISTRICT	
PIN CODE (Mandatory for other than SBI)		A/C NO.	
Route the remittance through the branch which has the following SWIFT Code <i>(I have read item D on p. 2) →</i>			SBININBB

REMITTANCE OPTION (Check One)		<i>[Mailing charges shown in italics]</i>
INDIAN RUPEE <small>(\$10 charge if amt < \$2500)</small>	Remit to beneficiary's account per bank details given above.	
	Issue draft and mail to beneficiary at the address given above. (Limit: \$ 2500) . Mailing charges: \$5.	
	Issue draft and mail to me by: <input type="checkbox"/> regular mail (\$2) <input type="checkbox"/> certified mail (\$5) <input type="checkbox"/> Fedex (\$20). <i>If exact rupee amount draft required, mention rupee amount here → INR</i>	
DOLLAR	U.S Remit to beneficiary's account per bank details given above. (\$ 30 Charge)	
	Issue Remittance Official Check (\$15 charge) and mail to me by: <input type="checkbox"/> regular mail (\$2) <input type="checkbox"/> certified mail (\$5).	
<input type="checkbox"/> EUR	<input type="checkbox"/> GBP	Remit to beneficiary's account per bank details given above.

MODE OF MY PAYMENT TO STATE BANK OF INDIA, NEW YORK (Check ✓)		
Wire transfer dated _____	Personal check No. _____ for \$ _____	Name of Bank
Cashier's check No. _____ for \$ _____		
[IMPORTANT]: <i>Your name must be printed on the check as purchaser of the check.</i>		

PAYMENT AMOUNT (\$)		I have read the terms and conditions governing this remittance and agree to be bound by them. In case of remittance in U.S. \$ to India, I authorize its conversion into Indian rupees in India without reference to the beneficiary. I declare that this remittance complies with U.S. and Indian laws. Date: _____ (SIGNATURE OF REMITTER)
AMOUNT TO BE REMITTED		
ADD: COMMISSION		
ADD: MAILING CHARGES (if any)		
TOTAL		

Notes:

1. Payment can be made to State Bank of India, New York by your personal check, your certified personal check, cashier's check purchased from your account, or wire transfer from your bank account to our Remittance Hold Account No.77698405507006 using ABA routing No. 0260-0914-0.
2. Hold period for personal checks is 3 to 5 banking days while for certified personal checks and cashier's checks, we may give complimentary (free of charge) credit the same banking day, at our discretion.
3. All checks should be payable to "State Bank of India, New York".
4. Call SBI, New York at (212)521-3317/3314/3311/3318 for any clarification. Our fax number is (212)521-3363.

FOR OFFICE USE ONLY					
DRAFT / ROC NO.	TRANSACTION NO.	DATE OF REMITTANCE	RATE APPLIED		
INR EQUI-VALENT	PREPARED BY	VERIFIED BY			

For Deposit Department
 We confirm that the signature of the customer and a/c balance have been verified and customer has been called back for confirmation of instructions. Kindly apply the rate and charges as given above. **Asstt Manager(Deposits)

INSTRUCTIONS FOR FILLING THE APPLICATION FOR REMITTANCE AND TERMS OF REMITTANCE

A. In case of remittance in Indian rupees, Euro and Great Britain Pound, where the exact U.S. \$ equivalent cannot be determined, send us a somewhat higher amount to cover any adverse exchange rate fluctuation. Exchange differential, if any, up to \$10 cannot be refunded and will be adjusted in the exchange rate. Exchange rate of the day on which the transaction is executed is applied for all INR, EUR and GBP remittances.

B. Cancellation of or amendment to a remittance (each instance) will be charged \$25.

C. Applications which do not contain complete information may be rejected or delayed, and the Bank shall not be responsible for any consequential loss. If you know the Branch Code of the SBI branch to which the remittance is to be sent, please also mention it.

D. Remittance can be sent by wire transfer to about 450 branches of State Bank of India in India. Remittances to other branches or to another bank will be sent as a wire transfer to our link branch in Chennai, which will forward the remittance to the beneficiary branch/bank using a paper instrument by surface mail or using the RTGS system, without additional charges. However, if you want the remittance to be routed through a branch of SBI of *your choice*, any charges deducted by the routing branch will have to be borne by you. Please check with the beneficiary branch about this aspect, before using this option. Processing of the remittance beyond the point of delivery is not within the purview of this service nor is it the responsibility or the obligation of New York branch.

E. Remittance request made on a form other than the prescribed form will not be accepted and such requests will be returned to you unexecuted. If you are sending remittance for opening a new account with our branch in India and have also sent the account opening form to us, we will mail the form to the Indian branch concerned as a complimentary service, and this application itself will be treated as request for mailing the account opening form to the Indian branch. Please read carefully item 4 of the Terms and Conditions of User Registration "AN IMPORTANT FACT ABOUT NRI ACCOUNTS". Please note that account opening forms can be mailed only to a few branches.

F. As we do not have connectivity with branches of State Bank of India in India or with other banks, we would request you to please confirm with the beneficiary within a reasonable time after sending remittance through us and bring to our notice non-delivery as soon as possible, but within 45 days of the date of the remittance. We will take up any case of non-delivery as expeditiously as possible. If you do not advise us non-delivery within 45 days, it may not be possible for us to trace the remittance thereafter. Any investigation carried out after 45 days will be charged.

G. In case of change of your address, etc, please advise us on form AUR(M).

H. Remittance, when sent to the beneficiary, is delivered by draft crossed "A/c Payee Only" through the postal service. It is the remitter's duty to intimate the beneficiary about the remittance and ensure that the beneficiary is available for receiving the post.

I. For sending remittances to charitable organizations, FCRA no. must be mentioned on the application. In the absence of FCRA no., applicant can request for a draft to be issued.

CONDITIONS GOVERNING ISSUANCE OF REMITTANCE OFFICIAL CHECKS/DRAFTS In case this remittance is not paid, the drawer's liability will be conditioned upon surrender of duly endorsed original and duplicates and limited to refunding to the holder the equivalent of the face amount by (a) payment in United States dollars at the drawer's buying rate in New York, at the time of such surrender and refund, for the foreign money in which drawn, or at the drawer's option by (b) forwarding, by mail or otherwise, to the drawee or other banking house abroad with which it may then have or establish a sufficient credit in such foreign money instructions to withhold therefrom an amount equivalent to the face hereof for the account and risk of the holder hereof, and the drawer shall not be otherwise liable hereon or for the considerations received herefor. Reference to the foreign money in which this check is drawn shall mean such foreign money, or other foreign money into which it may then be convertible, impressed with restrictions and other characteristics which shall or would have attached to an unearmarked credit balance of the drawer's remaining with the drawee or such other banking house from the date hereof to the time of settlement. Such refund shall be reduced by any loss resulting from failure immediately to forward and promptly present this check (whether or not presentment would otherwise be dispensed with or delay excused) and refund may be withheld pending determination of such loss. Under no circumstances shall the Bank be liable for any consequential damages of any sort.

CONDITIONS GOVERNING ISSUANCE OF WIRE TRANSFER This Bank agrees to send at the expense and risk of the customer a message directing payment in foreign funds in the amount and manner indicated. The Bank does not warrant that the transfer of funds will reach the payee. It may make use of any branch, or correspondent, agent or sub-agent and shall not be under any liability for any errors, negligence, suspension or default of any of them or for any failure to identify the payee or any mispayment by any of them nor shall the Bank be under any liability for any errors, mutilations, delays, mis-delivery or failure of delivery in the transmission of any message in connection with this transaction whether or not in code or whether by mail, postal service, telegraph, cable, wireless radio or otherwise, or for any suspension of any such means of transmission or for any imposition of any censorship, exchange control or other restriction, all such risks being borne by the customer. Under no circumstances shall the Bank be liable for any consequential damages of any sort.

In case of transfer of currency other than the currency of the country to which remittance is made, it shall be payable to the payee in currency of said country at the buying rate of Bank's branch, or correspondent for exchange of the currency remitted unless the payee arranges with said correspondent for payment in some other form upon paying all charges in connection therewith. In case the funds are not paid to the payee, whatever the reason, any liability of the Bank will be conditioned upon its receipt from the branch or correspondent of confirmation of effective cancellation of the remittance abroad and shall be limited to refunding the amount to be remitted, less expenses, which refund, in the case of transactions relating to the remission of foreign money, shall be made by (a) payment in United States dollars at the Bank's buying rate in New York, at the time of such refund, for the foreign money to be remitted, or at the bank's option by (b) forwarding by mail or otherwise to the Bank's branch or correspondent or other banking houses abroad with which it may then have or establish a sufficient credit in such foreign money instructions to withhold therefrom an amount equivalent to the amount to be remitted for the account and risk of the person to whom refund is to be made, and the Bank shall not be otherwise liable in connection herewith or for the consideration received by it. References to the foreign money to be remitted shall mean such foreign money or other foreign money into which it may then be convertible, impressed with restrictions, and other characteristics which shall or would have attached to an unearmarked credit balance of the Bank remaining with its correspondent or such other banking house from the date hereof to the time of settlement. Anything hereinbefore to the contrary notwithstanding, any refund shall be made in case of mispayment of funds by any correspondent, agent or sub-agent, and in case funds for the payment of this transfer have been remitted or made available abroad or otherwise covered, no refund shall be made until the relative funds have been returned or otherwise made freely available to the Bank.

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