

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

Step No.	What You Should Do
Step 1	Fill form RMT-3 completely and legibly. Please read carefully the instructions which are printed on the form. Give complete address of the bank branch to which you are sending the money 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, if any. We will collect the check and send the remittance after the hold period (3 banking days for NYC checks; 5 banking days for others).
Tip	If you are also applying for the ACH debit facility, give personal check of the account on which you want ACH debit facility.
Alternative Step 2	<p>For an urgent remittance, you can pay us in any of the following ways:</p> <p>(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.</p> <p>(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, if any. Ask your bank to PRINT your name on the check.</p> <p>(c) <u>Wire Transfer</u>: If you have a User Registration Number, you can wire transfer the funds into our Remittance Hold Account No. 830330-840 using our ABA routing number 0260-0914-0. Ask your bank to incorporate your name in the wire transfer message.</p> <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-3 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-3 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 BANGLADESH, NEPAL AND SRI LANKA

Form RMT-3

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

A REMITTER DETAILS			
U.R.N.		NAME	CONTACT PHONE NO. - -

B 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 <i>(specify)</i> :		
MAILING ADDRESS <i>(if any)</i>			
Beneficiary's Bank Details			
NAME OF BANK		BRANCH	
STR. ADDRESS			
CITY/ VILLAGE		DISTRICT	
POSTAL CODE		A/C NO.	

C REMITTANCE DETAILS			
CURRENCY IN WHICH THE REMITTANCE SHOULD BE SENT <i>(Check One)</i> <small>(BDT, NPR, and LKR remittances can only be sent to Bangladesh, Nepal and Sri Lanka, respectively)</small>	<input type="checkbox"/> U.S. DOLLAR (USD) <input type="checkbox"/> BANGLADESH TAKA (BDT) <input type="checkbox"/> NEPALESE RUPEES (NPR) <input type="checkbox"/> SRI LANKAN RUPEES (LKR)		
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"/> Gift <input type="checkbox"/> Purchase of property <input type="checkbox"/> Others <i>(specify)</i> :		
SOURCE OF FUNDS <small>[State how you acquired the funds]</small>	<input type="checkbox"/> My current wages <input type="checkbox"/> My past savings <input type="checkbox"/> Sale of my property <input type="checkbox"/> Liquidation of my investments <input type="checkbox"/> Others <i>(specify)</i> :		

MODE OF MY PAYMENT TO STATE BANK OF INDIA, NEW YORK <i>(Check ✓)</i>			
Wire transfer dated	Personal check No.	for \$	<u>Name of Bank</u>
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. \$, I authorize its conversion to home currency of beneficiary country without reference to the beneficiary. I declare that this remittance complies with U.S. and beneficiary country laws. Date: _____ (SIGNATURE OF REMITTER)
AMOUNT TO BE REMITTED		
ADD: COMMISSION (if any)		
TOTAL		

Notes:

1. Payment can be made to State Bank of India, New York by your personal check, your certified personal check, cashiers' check purchased from your account or wire transfer from your bank account to our Remittance Hold Account No. 830-330-840 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. Our fax number is (212)521-3363. Call SBI, New York at (212)521-3311/ 3318/ 3310 for any clarification.

FOR OFFICE USE ONLY							
TRANSACTION NO.		SWIFT MT-103 NO.		DATE OF REMITTANCE		RATE APPLIED	
FC EQUIVALENT		PREPARED BY		VERIFIED BY		AUTHORIZED BY	

Ver. 070404

INSTRUCTIONS FOR FILLING THE APPLICATION FOR REMITTANCE AND TERMS OF REMITTANCE

A. In case of remittance in foreign currencies, 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 foreign currency remittances.

B. Cancellation of or amendment to a remittance and investigation (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.

D. Remittance is sent by wire transfer to our correspondent in the destination country which will forward the remittance to the beneficiary or beneficiary bank electronically or by using a paper instrument by surface mail, without additional charges. 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.

F. As we do not have connectivity 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 advice us on form AUR(M).

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.

[Ver. 060504]