

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

Step No.	What You Should Do
Step 1	Fill form RMT-1 /RMT ACH/RMT 1C/RMT 2I completely and legibly. Please read carefully the instructions which are printed on the form. Please write the branch code/IFSC Code of the branch/bank to which you are sending money, please also mention it in box B. Don't forget to sign and date in box E. Incomplete applications shall not be processed.
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 <b>total amount</b> that you wish to pay to us, <b>including</b> our commission and mailing charges, if any. We will collect the check and send the remittance after the hold period (3 banking days).
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: (a) Wire Transfer: 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. (b) Cash (services available from 9 am 3 pm on all business days). (c) From your existing account with State Bank of India, New York Branch (applications received from 9 am to 4 pm shall be processed on the same business day)
Step 3	Remittance shall be processed on the next business day in case of (a) Certified Personal Check: Take your personal check to your bank and ask them to affix the certification stamp on your check. (b) Cashiers Check: Purchase a Cashiers Check from your own account for the total amount that you wish to pay us, including our commission and mailing charges, if any. Ask your bank to PRINT your name on the check. (c) All checks must be payable to "State Bank of India, New York" (d) Debit/Credit Card-Your debit/Credit card will be charged by the Bank on the next business day following the date of receipt of application.
Step 4	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If you are paying by wire transfer, fax form RMT-1 to (212)521-3363 and call us to confirm proper fax transmission.</li> </ul>

***Thank You!***

For details of hold period for various modes of funding, please see FAQs on [www.statebank.com](http://www.statebank.com)

**APPLICATION FOR REMITTANCE TO INDIA-CUM-ACH DEBIT INSTRUCTION Form RMT-1 (ACH)**

**TO:** State Bank of India, Remittance Service Section, 460 Park Avenue, 2<sup>nd</sup> Floor, New York, NY 10022 **Tel 212 521 3317/3236 Fax 212 521 3363**

I am a Registered User of your remittance services and request you to remit funds to beneficiary's account on the terms and conditions governing such remittances (given on p. 2) and as per details given below (PLEASE PRINT):

<b>A REMITTER DETAILS</b>		<b>U.R.N.</b>		<b>CONTACT PHONE NO.</b>	- -
NAME				My address has changed, form AUR (M) is enclosed Y / N	
ADDRESS					
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 (specify):		
SOURCE OF FUNDS <i>[State how you acquired the funds]</i>		<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 (specify):			

<b>B BENEFICIARY DETAILS</b>					
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):					
ADDRESS					
<b>Beneficiary's Bank Details</b> <i>(For faster credit, give core banking account number.)</i>					
NAME OF BANK			BRANCH NAME		
IFS CODE (other banks only)		BRANCH CODE (SBI 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 have read item D on p. 2) →					SBININBB

<b>C REMITTANCE DETAILS</b>	
CURRENCY IN WHICH THE REMITTANCE SHOULD BE SENT (Check One)	<input type="checkbox"/> U.S. \$ <input type="checkbox"/> INDIAN RUPEES
Other Currency – (Specify)	

<b>D PAYMENT DETAILS</b>		
AMOUNT TO BE REMITTED (\$) (Max. \$25,000 per calendar month)		<b>TOTAL in words</b> Dollars _____ _____ only
ADD: COMMISSION (\$)		
<b>TOTAL (\$)</b>		

<b>E ACH DEBIT INSTRUCTION TO STATE BANK OF INDIA, NEW YORK</b>	
Please debit my account for the TOTAL amount indicated in Box D above on or after the date mentioned below per my <b>AUTHORIZATION AGREEMENT FOR DIRECT PAYMENT (ACH DEBITS)</b> with you, which Agreement is fully incorporated herein. A confirmation of originating the debit may be sent to me by fax on the number from which I have sent this fax, or by email or by mail on the address recorded with you, or by telephone, at your discretion. I have read the instructions 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 to Indian rupees in India without reference to the beneficiary.	
<b>I am aware that for remittances to beneficiary accounts with banks other than SBI, charges (e.g. NEFT*, beneficiary bank charges etc) if any, may be levied.</b>	
I am aware that State Bank of India, New York will send the remittance only after funds become available to it in terms of the applicable regulations.	
Date: _____	(SIGNATURE OF REMITTER)

NEFT charges (in Indian Rupees)	Less than INR 1 lac	INR 1 lac to INR 2 lac	More than INR 2 lacs
	5	15	25

**FOR OFFICE USE ONLY**

<b>Front office</b>	<b>Mid Office</b>			<b>Back Office</b>		
In order	Ach lodg	Funds	OFAC	Date	Rate	INR Equivalent
Transaction Ref					Verified	

**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. J. US tax law requires income from all sources, including that earned from foreign accounts, to be reported in the annual tax return. US Treasury Department rules require certain accounts at foreign financial institutions which are controlled by US Taxpayers to be reported annually. Advice should be obtained from your professional advisor for further clarification

**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 unmarked 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 unmarked 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.