## Application for obtaining permission to enter into Rupee / Foreign Currency Drawing Arrangements with Exchange Houses

(a) The application for obtaining permission to enter into Rupee / Foreign Currency Drawing Arrangements with Exchange Houses should be completed and submitted in the prescribed format (given below), to the concerned Regional Office of RBI, Foreign Exchange Department. The application should be signed by the General Manager (or an officer of equivalent rank), International Banking Division/ Foreign Department of the applicant AD Category - I bank.

### (b) Documentation :

AD Category - I banks should submit the following documents along with the application:

- (i) Certified copy of the license (English version) issued by the Central Bank/ any other Supervisory Authority of the country where the Exchange House is situated.
- (ii) Certified copy/ ies of license(s) issued by Municipal Authorities and / or any other Government regulatory/ controlling authority in the country of the Exchange House. (applicable to the Exchange Houses in U.A.E.)
- (iii) A Certificate from a Chartered Accountant, regarding compliance with anti money laundering norms in the home country of the Exchange House.
- (iv) Certified copies of confidential opinion/ report recorded by (a) Embassy of India in the country concerned and (b) two bankers of the Exchange House.
- (v) Audited Balance Sheets and Profit and Loss Account Statements of the Exchange House for the previous three years.
- (vi) Copy of the Board Resolution of the AD Category I bank for entering into the arrangement.
- (vii) Copy of letter from the Exchange House regarding the proposal to enter into the Rupee/ Foreign Currency Drawing Arrangement along-with the provision of collateral, whereever necessary.

### Part A- Particulars of the applicant bank and its existing arrangement(s), if any

1.	Name of the applicant bank	
2.	Existing arrangements(s)	
	(i) Name of Exchange House (EH)	
	(ii) Since	
	(iii) No. of drawee branches	
	(iv) Business turnover for the previous three calendar	
- 1	years	
3(a)	Details of branches having multiple EH drawing	
- 4. )	arrangements	
3(b)	Furnish comments with regard to adequacy of	
	internal control systems put in place at those	
4	branches. (Attach a sheet if necessary)	
4.	Financial losses sustained if any during last five years	
	(April-March)	
	(i) Year	
	(ii) Name of the EH	
	(iii) Amount of loss	
	(iv) Particulars of loss	
	(v) Ref. Nos. and dates lodged with RBI and RBI's	
	permission to write off	
5.	Financial disputes if any with EH(s) pending	
	settlement	
	(i) Name of EH	
	(ii) Expected amount of loss	
	(iii) Particulars of loss	
	(iv) Ref. No. & dated of report lodged with RBI	
6.	Furnish an EH-wise summary of the major irregularities	
	observed in the existing drawing arrangements during	
	inspections by Internal Auditors, RBI Inspectors as also	
	Overseas Auditors indicating the corrective measures	
	initiated by the bank	

# Part B - <u>Particulars of the Exchange House for the proposed drawing arrangement</u>

4/->	Name and address of the Euchanna Have with which	
1(a)	Name and address of the Exchange House with which	
	the bank proposes to enter into RDA	
(b)	Date of establishment of the EH	
(c)	Furnish details of other Group companies of EH viz.	
	name, management control, financial means and	
	standing, etc.	
2(a)	Whether the EH has operative RDA with	
()	any other bank in India?	
(b)	If yes, state the name/s of the bank/s	
3.	Furnish details of the management structure of the	
٥.	EH	
	LII	
	(a) Status of Ell (company firm joint ventures ata)	
	(a) Status of EH (company, firm, joint-ventures, etc.)	
	(b) With whom the management vests	
	(c) Name, nationality and line of business of	
	the promoters of the EH	
	(d) Capital holding pattern	
	(e) Whether the applicant bank will have any	
	investment in EH? Furnish complete details	
	(f) Whether the applicant bank will have any	
	role in management of EH.? Furnish details	
4.	Profit earned/loss sustained by the EH during	
	the previous three calendar years	
5.	Particulars of license issued by the Central Bank/	
	Supervisory Authority of the country concerned:	
	a) License no	
	b) Date of issue	
	c) Validity period	
	d) Special conditions, if any	
6.		
0.	Particulars of licenses issued by Municipal Authorities	
	and/or any other Government regulatory/ controlling	
	authority (Applicable to EHs in UAE)	
	a) Licence No	
	b) Date of issue	
	c) Validity period	
	d) Special conditions if any	
7.	Confidential opinion in brief recorded by	
	a) Embassy of India in the country	
	b) Bankers of the EH	
	i)	
	Name of the banker	
	ii)	
	Name of the banker	

8.	Is the applicant bank fully satisfied about	
	a) the competence of the company/firm/people managing the EH b) the financial strength of the shareholders of the EH c)the financial strength of the EH d)the internal control systems operating in EH with regard to issue of drafts?	
9.	Furnish details of collateral arrangements negotiated with the EH (viz amount of deposit, bank guarantee, etc.) and the justification thereof	

## Part C- Details of the proposed arrangement

1.	Details/description of proposed arrangement	
2(a)	Reasons for entering into RDA	
(b)	Projections of business turnover (quantify monthly projections)	
3.	The procedure under which the proposed RDA will be conducted (DDA/Non-DDA/Speed)	
4.	Name and address of the account maintaining Branch	
5.	No of drawee branches to be included in the proposed RDA	
6.	Whether EH is prepared to provide additional collateral cover equivalent to one month's projected drawings ?(Applicable to EHs which have not completed three years of its operations)	
7.	Any other information which the bank wishes to furnish in support of this application	

#### We hereby certify that -

- iii) We have put in place adequate internal control and risk management system, which are working satisfactorily.
- iv) The particulars given above are true and correct to the best of our knowledge and belief.

Place Date ( ) General Manager Address