**ANNEXURE -4**

To,

 Date: ……………….

R. R. Sen & Bros (P) Ltd

……………………………..

**Sub: Encashment of Foreign Currency Notes / Travelers Cheques / Settlement of Bills**

Dear Sir,

I, the undersigned would like to encash / settle my bill (s) against the aforesaid exchange which, I have brought from abroad to meet my local expenses / I am surrendering out of my unspent Foreign Exchange bought within India. I solemnly declare that I have never reported those Travelers Cheque “LOST or STOLEN” anywhere, anytime.

I also declare that this transaction is neither involved nor designed for the purpose of any contravention or evasion of the provisions of FEMA, or Anti Money Laundering (PMLA) Guidelines or any other rules, regulations, notifications, directions or orders made thereunder.

I further declare that I did not obtain any cash payment against encashment of my Foreign Exchange within a month. My particulars are given below:-

1. **Name & Permanent**

**Address of the Applicant**:

1. **Identity Details**

Passport No. :

Date of Issue :

Place of Issue :

Validity :

1. Nationality :
2. Address in India :

Contact Tel. No. :

1. **In case of Travellers Cheques**

Name of the Issuer :

Date of Issue :

Place of Issue :

Please do the needful and arrange to pay me Cash/Cheque/Bank transfer (Tick whichever is applicable)

A/C No.- IFSC code- Bank Name-

Thanking You,

Yours faithfully, Specimen Signature & Name of my

 Authorised Tenderer (if any)

 Attested

Signature of the Applicant Signature of the Applicant