**ANNEXURE - 5**

**Surrender of foreign exchange received by Hotels, Hospitals, Emporiums against sale of goods & services (No Money Changing hence No license)**

From: Date:…………….

……………………………..

To,

R. R. Sen & Bros (P) Ltd

…………………………..

Dear Sir,

**Sub: Submission of foreign currency notes / travelers cheques received from clients against settlement of bills towards sale of goods or services. (No conversion/ No money changing)**

We enclose the following Foreign Currency Notes / Travellers Cheques which can please be purchased by you applying your best rate and arrange to pay us at your earliest.

We undertake to reimburse you on your first demand the full value debited by your Banker if any Travellers Cheques tendered by us remains unpaid for reasons whatsoever. We also undertake to replace any forged, out of circulation or non-encashable Foreign Currency Notes, as and when detected by you.

**[Under Section 10(5), Chapter III of The Foreign Exchange Management Act, 1999] :** We further 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 etc or any other CFT or any such rules, regulations, notifications, directions or orders made thereunder. We hereby declare and undertake that we are not required to obtain money changing license since we accept foreign exchange only against sale of goods and services. We are not into money changing activity and we never purchase foreign exchange against payment in Indian rupees. Whatever foreign exchange we receive is against sale of our goods and services only.

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENCY****(Mention T/C or C/N)** | **ISSUER** | **DENOMINATION** | **TOTAL** |
|  |  |  |  |

We have retained full KYC of tenderers of above referred currency notes / travellers cheques along with our invoice of sale of goods / services against which above payment is received. The same can be provided on demand without any delay.

Thanking you,

Yours faithfully,

Stamp and Authorized Signature