Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Foreign Letter of Credit [Including Amendment]	FLC opening form duly filled, signed and stamped as per the stamp act of the respective state / UT. Proforma invoice / contract. FLC Amendment request. Amended Proforma invoice / contract if applicable. Copy of License issued by DGFT, if applicable. Insurance cover note, if applicable. Opinion letter of the overseas supplier.	Commitment Charges 0.30%* for the first quarter and 0.10%* per month or part thereof Usance Charges For Sight Bills- 0.30%* Usance up to 3 Months- 0.50%* For usance over 3 Months- 0.50%* for the first three months and 0.15%* per month or part thereof for the remaining period. Amendment Charges ₹ 1500/- * per amendment. SWIFT Charges @ LC Issue: ₹ 1500/- * LC Amendment: ₹ 1000/- * Note: In the cases where 110% cash margin / Deposit is available, the applicable charges will be 50% of the usual charges plus SWIFT charges of ₹ 1500/- plus applicable taxes Commitment charges and usance charges as per above should be collected for extended period (* plus Applicable Taxes)	Within one business day after submission of the complete set of required documents / clarifications.	Vice President International Banking Division	Escalation matrix is given at the end of this report	Links are given at the end of this report

Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Import Document received under Foreign Letter of Credit (FLC)	All the documents called for as per the FLCs terms. Acceptance letter duly stamped as per the Stamp Act of the respective state / UT in case of DA Bills. Discrepancy acceptance / rejection letter in case of discrepant documents. Bill of Entry at the time of effecting payment in case of DA Bills.	Commission on each Import Bill at the time of retirement / crystallization whichever is earlier: Foreign Currency / Indian Rupee Bills - 0.125%* with Min. ₹ 1000/-* and Max. ₹ 20000/-* In case, Import Bills received under LC on which no exchange benefit accrues to the opening Bank - 0.125%* with Min. ₹ 2000/-* and Max. ₹ 20000/-* Swift Charges @ ₹ 1000/- * (* plus Applicable Taxes) Discrepancy Charges 75 Units of the respective currency will be deducted from the proceeds, 7500 units in case of JPY	**Scrutinising time** Within one business day after receipt of full set of documents.	Head Forex Processing Centre	Escalation matrix is given at the end of this report	Links are given at the end of this report

Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Import Bills received under collection:	Overseas Bank Covering Schedule with complete payment instruction Bill of Exchange, Commercial Invoice, Certificate of Origin, Transport Document, Packing List, Insurance Policy, Import License and inspection certificate where applicable. Acceptance letter duly stamped as per the Stamp Act of the respective state / UT in case of DA Bills. Bill of Entry at the time of effecting payment in case of DA Bills. CA Certificate / Proof of delivery of Service (for Services)	Commission on Import bills received on Collection Basis drawn in Foreign Currency / Indian Rupees - 0.125%* (Minimum ₹ 1000/-*) In addition, Import Bills received under Collection on which no exchange benefit accrues to the opening Bank - 0.125%* with Min. ₹ 1000/-* and Max. ₹ 20000/-* Swift Charges @ ₹ 1000/- * (* plus Applicable Taxes) Delay in acceptance of usance bills / payment of DP sight bills after 10 days Rs. 1000/- per bill plus applicable taxes Overdue import bill payment after six months Rs. 1000/- per bill per half year plus applicable taxes Crystallization / Devolvement of import bills 0.20% on each bill subject to minimum of Rs. 1000/- plus applicable taxes Import bills (Release of documents as free of payment as per overseas bank instruction) Rs. 2000/- plus applicable taxes	**Scrutinising time** Within one business day after receipt of full set of documents.	Head Forex Processing Centre	Escalation matrix is given at the end of this report	Links are given at the end of this report

Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Merchanting Trade	Proforma / Sales contract for the Export & Import legs Commercial Invoice, Certificate of Origin, Transport Document, Packing List, Insurance Policy – for both the Export & Import legs. Credit report where there is a advance remittance for the import leg.	₹ 2,000/- * per Merchanting Trade Transaction to be applied at the time of export leg receipt or import leg payment, whichever is first. In addition, on Import/Export Leg, respective Import / Export Charges will also be applicable. (* plus applicable taxes)	Within one business day after submission of the complete set of required documents / clarifications.	Vice President International Banking Division	Escalation matrix is given at the end of this report	Links are given at the end of this report
Advance remittances for Import	Request letter from the importer. Proforma Invoice / contract Credit opinion report about the overseas seller from the credit information agencies.	TT for Import Transactions Flat charges of Rs. 2500/-* up to USD 100000/- or its equivalent Flat charges of Rs. 5000/-* above USD 100000/- or its equivalent (* plus applicable taxes) Outward Remittances Sent / FCL adjusted from EEFC Balances on which no exchange benefit accrues to the Bank - 0.125%* Min. ₹ 1000/-* and Max. ₹ 20000/-*, in addition to the above charges Swift Charges @ ₹ 1000/- * (* plus Applicable Taxes)	Within one business day after submission of the complete set of required documents / clarifications.	Executive - Vice President International Banking Division	Escalation matrix is given at the end of this report	Links are given at the end of this report

Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Outward remittances for Import [Direct receipt of import document by the importer]	Request letter from the importer to handle the import document and to make the remittance. Copies of Commercial Invoice, Certificate of Origin, Transport Document, Packing List, Import License, inspection certificate where applicable. Credit opinion report about the overseas seller from the credit information agencies in case the value of the import bill as per RBI norms / internal guidelines.	TT for Import Transactions Flat charges of Rs. 2500/-* up to USD 100000/- or its equivalent Flat charges of Rs. 5000/-* above USD 100000/- or its equivalent (* plus applicable taxes) Outward Remittances Sent / FCL adjusted from EEFC Balances on which no exchange benefit accrues to the Bank - 0.125%* Min. ₹ 1000/-* and Max. ₹ 20000/-*, in addition to the above charges Swift Charges @ ₹ 1000/- * (* plus Applicable Taxes)	Within one business day after receipt of full set of documents.	Head Forex Processing Centre	Escalation matrix is given at the end of this report	Links are given at the end of this report
Request for Buyers credit / Trade Credit Issuance [SBLC]	Request letter from the Importer for availing Buyers Credit / Trade Credit for Import (For documents received under FLC and under collection basis) Quote given by the Overseas Bank for providing buyer's credit SBLC format provided by the Overseas Bank.	Guarantee Charges for Buyers Credit / STTC: 3.00% p.a. * Amendment- ₹ 2000/- per amendment Swift Charges @ ₹ 2500/- * per Guarantee ₹ 1000/-* per amendment (* plus applicable taxes)	Within one business day after submission of the complete set of required documents / clarifications.	Vice President International Banking Division	Escalation matrix is given at the end of this report	Links are given at the end of this report

Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Export Bills sent on collection basis.	All the original documents viz. Bill of Exchange, Invoice, Packing List, Certificate of Origin, Transport documents, Shipping Bill along with the copy of the contract. Request letter from the exporter mentioning their collection instructions and the address of the overseas bank to whom all the documents have to be sent.	Flat ₹ 1500/- * (collected during realization) Courier Charges (to be collected on the date of Booking itself): Actuals Swift charges: @ ₹ 500/- * (* plus applicable taxes)	Within one business day after furnishing the complete set of documents / clarifications	Head Forex Processing Centre	Escalation matrix is given at the end of this report	Links are given at the end of this report
Export Bills Purchase / Discount	Originals of Bill of Exchange, Invoice, Packing List, Certificate of Origin, Transport documents, Shipping Bill along with the copy of contract with a request to purchase / discount the documents. Request letter from the exporter along with their collection instructions and address of the overseas bank to whom all the documents have to be sent. ECGC Policy as required by the credit sanctioning Authority.	Flat ₹ 1500/- * Courier Charges (to be collected on the date of Booking itself): Actuals Swift charges: @ ₹ 500/- * (* plus applicable taxes)	Within one business day after furnishing the complete set of documents / clarifications	Head Forex Processing Centre	Escalation matrix is given at the end of this report	Links are given at the end of this report

Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Export Bills Negotiation	All the documents as required in the Letter of Credit (LC) and the original LC. Request letter from the Exporter in their letter head to Negotiate the Documents.	Flat ₹ 1500/- * Courier Charges (to be collected on the date of Booking itself): Actuals Swift charges: @ ₹ 500/- * (* plus applicable taxes) Reimbursement claim for Export Bills ₹ 4000/-* per Bill Swift charges: @ ₹ 1000/-* (* plus Applicable Taxes)	Within one business day after furnishing the complete set of documents / clarifications	Head Forex Processing Centre	Escalation matrix is given at the end of this report	Links are given at the end of this report
Realisation of Export Bill	Not Applicable	Flat ₹ 1500/- * (Collection Bills) Courier Charges (to be collected on the date of Booking itself): Actuals Swift charges: @ ₹ 500/- * (* plus applicable taxes)	On the same day of receipt of the realisation message.	Head Forex Processing Centre	Escalation matrix is given at the end of this report	Links are given at the end of this report
Advance remittances received for Exports	Request letter by the exporter to credit the proceeds, along with the copy of the contract / proforma invoice.	₹ 500/-* Swift Charges @ ₹ 500/-* (* plus applicable taxes)	Within one business day after furnishing the complete set of documents / clarifications	Head Forex Processing Centre	Escalation matrix is given at the end of this report	Links are given at the end of this report

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Miscellaneous Export Bill [Handling of Export bill under Advance Remittance received]	Copy of the following documents viz. Invoice, Packing List, Certificate of Origin, Bill of Lading / Airway Bill / Truck Receipt etc., Shipping Bill along with the copy of contract. A request letter to adjust the shipping bill with the advance remittance received earlier.	₹ 1500/-* per bill (Max. 5 shipping bills, additional each SB - ₹ 150/-*) (* plus applicable taxes)	Within one business day after submission of the complete set of required documents / clarifications.	Head Forex Processing Centre	Escalation matrix is given at the end of this report	Links are given at the end of this report
Inward remittances other than exports	Request letter from the customer to credit the proceeds to their account along with the document evidencing the nature of transaction.	**Personal Remittances** Upto USD 10000 or its equivalent in other currencies - ₹ 500/-* Above USD 10000 or its equivalent in other currencies - ₹ 1000/-* Swift Charges @ Upto USD 10000 or its equivalent in other currencies - ₹ 300/-* Above USD 10000 or its equivalent in other currencies - ₹ 400/-* **ECB** Upto USD100000 or its equivalent in other currencies - ₹ 5,000/-* Above USD100000 or its equivalent in other currencies - ₹10,000/-* (* plus applicable taxes) Charges for Remittances into NRE / FCNR Accounts: NIL	Within one business day after furnishing the complete set of documents / clarifications	Head Forex Processing Centre **ECB** Vice President International Banking Division	Escalation matrix is given at the end of this report	Links are given at the end of this report

Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Inward remittance for Foreign Direct Investment [FDI]	Request letter from the customer along with: FDI Declaration KYC of the investor through SWIFT Share Purchase / Transfer Agreement Valuation certificate Govt. Approval if necessary FC-GPR / FC-TRS in case of subsequent inward remittances	Upto USD100000 or its equivalent in other currencies - ₹ 5,000/-* Above USD100000 or its equivalent in other currencies - ₹10,000/-* (* plus applicable taxes)	Within 2 business days after furnishing the complete set of documents / clarifications	Vice President International Banking Division	Escalation matrix is given at the end of this report	Links are given at the end of this report
Outward remittances other than Import including repatriation from NRE and FCNR (B) Accounts	Request letter from the customer Documents supporting the customers request for the remittance. Form 145 & 146 if applicable	0.15%* with a Min. ₹ 500/- and Max. ₹ 5000/- Outward Remittances Sent / FCL adjusted from EEFC Balances on which no exchange benefit accrues to the Bank - 0.125%* Min. ₹ 1000/-* and Max. ₹ 20000/-*, in addition to the above charges Swift Charges @ ₹ 1000/- * (* plus Applicable Taxes) Charges for Remittances from Maturity Proceeds of FCNR(B) deposits: NIL	Within one business day after submission of the complete set of required documents / clarifications.	Head Forex Processing Centre	Escalation matrix is given at the end of this report	Links are given at the end of this report

Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Outward remittances under LRS (including ODI or OPI or Capital Account Transactions sent by Resident Individuals)	Request letter from the customer Form A2 Documents supporting the customers request for the remittance. Form FC in the prescribed format of RBI in case of ODI. Declaration in case of OPI.	0.15%* with a Min. ₹ 500/- and Max. ₹ 5000/- Swift Charges ₹ 1000/- * **Additional Charges for ODI Transactions** Application scrutiny process and UIN obtention – Rs. 10000/-* Process of Annual Performance Report (APR) – Rs. 2000/-* Disinvestment reporting within time line Rs. 5000/-* (* plus applicable taxes)	Within one business day after submission of the complete set of required documents / clarifications.	Vice President International Banking Division	Escalation matrix is given at the end of this report	Links are given at the end of this report
Outward Remittance by NRI out of proceeds from NRO account / Transfer from NRO to NRE accounts	Request letter from the NRI Form 145 and 146 Documents evidencing the source of funds.	0.15%* with a Min. ₹ 500/- and Max. ₹ 5000/- Swift Charges @ ₹ 1000/- * (* plus Applicable Taxes)	Within one business day after submission of the complete set of required documents / clarifications.	Vice President International Banking Division	Escalation matrix is given at the end of this report	Links are given at the end of this report

Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

Process/ Service	Documents Required	Charges	Time for Approval / Processing	Approving Authority	Authority for Appealing against rejection / for delay	Link of the Bank's Website where the document / information is hosted
Request for ODI	Form FC – Section A to E Board Resolution of the Indian Company or Partners' Resolution in case of Partnership Firm/ LLP or Approval of trustees in case of a Trust or the governing body or Council or Managing or Executive Committee in case of a Society, as applicable, permitting the Investment. Certificate of incorporation/Commercial Register of the foreign entity, as applicable, , as per the guidelines of the host country or host jurisdiction, as the case may be. MOA/AOA of the overseas entity, as applicable, as per the guidelines of the host country or host jurisdiction, as the case may be. Diagrammatic representation of the organizational structure indicating all the subsidiaries of the IE horizontally and vertically	Application scrutiny process and UIN obtention – Rs. 10000/-* Process of Annual Performance Report (APR) – Rs. 2000/-* Disinvestment reporting within time line Rs. 5000/-* (* plus applicable taxes)	Within 2 business days after furnishing the complete set of documents / clarifications	Vice President International Banking Division	Escalation matrix is given at the end of this report	Links are given at the end of this report

	with their stake (direct and indirect) and status (Whether operating company or SPV) Share purchase agreement/Joint Venture Agreement in case of investment in collaboration with a person resident outside India, wherever applicable Valuation Report, in case of investment in an existing foreign entity Copy of the trust deed in case of a Trust or the memorandum of association or rules or bye laws in case of a Society, wherever applicable Copy of approval from the competent authority in India/ host country or host jurisdiction, as the case may be, wherever applicable Indemnity by the seller in favor of the buyer up to such amount and subject to such terms and conditions as may be mutually agreed upon and laid down in the agreement, wherever applicable					

Tamilnad Mercantile Bank Ltd., International Banking Division, Chennai

The following is the escalation matrix (for the forex customer) pertaining to the requests that are delayed / declined.

Level	Responsible Authority	Email id	Contact no.
1	Dy. Vice President, Forex Processing Centre	fpc@tmb.bank.in	**8925901902**
2	Vice President, International Banking Division	vpibd@tmb.bank.in	**9842829781**
3	Executive Vice President, Head of Integrated Treasury	head.treasury@tmb.bank.in	**8925965881**
4	Vice President, Operations & Services Department	vposd@tmb.bank.in	**8925835908**

Links:

Cross Border Transaction Framework:

https://s3.ap-south-2.amazonaws.com/tmbwebsite-prod-v1.0-s3/s3fs-public/2026-10/FRAMEWORK%20FOR%20CROSS%20BORDER%20TRANSACTIONS%20(3).pdf

Charges:
https://s3.ap-south-2.amazonaws.com/tmbwebsite-prod-v1.0-s3/s3fs-public/2026-10/Forex%20Charges.pdf