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 and signed / FLC Amendment request along with the proforma invoice / contract. Other related documents and information in respect of FLC opening stipulated in the credit sanction terms and conditions	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

Import Document received under Foreign Letter of Credit (FLC)	Full set of documents drawn under our FLC	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
Import Bills received under collection:	Full set of documents pertaining to the import bill received for collection.	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)	**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

		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				
Merchanting Trade	Entire set of documents pertaining to the merchant trade covering the import leg as well as the export 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	Proforma Invoice / contract Request letter from the importer.	TT for Import Transactions Flat charges of Rs. 2500/-* up to USD 100000/- or its equivalent	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

	Credit opinion report about the overseas seller from the credit information agencies. Any other required document/s.	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)				
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 full set import documents along with the related Bill of Entry/ies. 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)	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

	Quote given by the Overseas Bank for providing buyer's credit SBLC format provided by the Overseas Bank.					
Export Bills sent on collection basis.	All the original documents viz. Bill of Exchange, Invoice, Packing List, Certificate of Origin, Bill of Lading / Airway Bill / Truck Receipt etc., Shipping Bill or any other relevant document/s alongwith the copy of the contract. Request letter from the exporter in their letter head 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	All the original documents viz. Bill of Exchange, Invoice, Packing List, Certificate of Origin, Bill of Lading / Airway Bill / Truck Receipt etc., Shipping Bill or any other relevant documents/s along with the copy of contract with a request to purchase	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

	/ discount the documents. Request letter from the exporter on their letter head along with their collection instructions and address of the overseas bank to whom all the documents have to be sent. Any other document as required in the credit sanction terms and conditions					
Export Bills Negotiation	All the documents as required in the Letter of Credit (LC) and the original LC. Request letter from the Exporter to Negotiate the Documents. Any other document as required in the credit sanction terms and conditions.	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	Receipt of the realisation proceeds.	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	Receipt of the remittance. Request letter by the exporter to credit the proceeds, along with the copy of the contract / proforma invoice. Other relevant documents if any	₹ 500/-* <u>Swift Charges</u> @ ₹ 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
Miscellaneous Export Bill [Handling of Export bill under Advance Remittance received]	Copy of the entire set of export documents with a request to adjust the shipping bill with the advance remittance received earlier. Any other relevant documents	₹ 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	Receipt of remittance. Request letter from the customer to credit the proceeds to their account along with the required documents	**<u>Personal Remittances</u>** Upto USD 10000 or its equivalent in other currencies - ₹ 500/-* Above USD 10000 or its equivalent in other currencies - ₹ 1000/-* <u>Swift Charges</u> @ Upto USD 10000 or its equivalent in other currencies - ₹ 300/-* Above USD 10000 or its equivalent in other currencies - ₹ 400/-* **<u>ECB</u>** 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

Inward remittance for Foreign Direct Investment [FDI]	Receipt of remittance. Request letter from the customer along with required documents.	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 Any other required documents relevant to the request 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
Outward remittances under LRS (including ODI or OPI or Capital Account Transactions sent by Resident Individuals)	Request letter from the customer Form A2 Any other required documents / agreement relevant to this request 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	Request letter from the NRI Any other related documents relevant to this request Form 145 and 146	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
Request for ODI	Request letter from the customer in their letter head alongwith all the required documents. Form FC in RBI prescribed format.	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

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