

Annexure 2 - Reduction in invoice value/write-off of Export bill

[Please fill details if applicable]

We request Axis Bank Limited, in its capacity as our Authorised Dealer, to permit reduction in the realization of export value / write-off of export bill(s) pertaining to the following export transaction(s):

Particulars	Transaction Details
Invoice No.	
Shipping Bill No.	
Shipping Bill Date	
SB Amount	
Goods Involved	
Amount Proposed for Reduction / Write-off	
Reason for Reduction/Write-off	

Option 1: For Partial Reduction/Closure in case of export value is of SB/Invoice:

This is to certify that the export proceeds against the below Shipping bill/s totalling to <Currency_____> <Amount_____> have been partially realised /Fully realized in) in terms of Foreign Exchange Management (Manner of Receipt and Payment) Regulations, 2026.

Port Code	SB No.	SB Date	SB Currency	SB Amount (FCY)	Incoterm	Buyer Name (if other than remitter)	Buyer Country (if other than remitting country)

***All details are mandatory to be filled in the above table

The export proceeds of <Currency_____> <Amount_____> for above mentioned shipping bills have been received through

A : Axis Bank Nostro / Vostro route vide below given IRM's.

IRM No.	Date of Receipt	Currency	Amount

And / Or

B. Credit card / Debit card / Payment aggregator / Payment during personal visit / Market place / Another bank

Date of Receipt	Currency	Amount	IRM Ref No. / RTGS Ref No. / EFIRC No.**	Remitter Name	Remitting Country	Remitter Bank Name	Remitter Bank Country

**In case payment is received in another AD Bank, EFIRC No. is mandatory.

In case of invoice reduction/write off, please confirm the reason for the invoice reduction/write off along with the exact amount and invoice number to be reduced for:

Declaration-cum-Undertaking

1. We declare that the captioned transaction does not involve and is not designed for the purpose of any contravention or evasion of the provision of the Foreign Exchange management Act 1999 or any rule, regulations, notification, direction or order issued there under. 'I/We undertake to abide by the provisions of FEMA1999 as amended from time to time, including realization /repatriation of foreign exchange to/from INDIA.
2. I/We also hereby agree and undertake to give such information/documents as will reasonably satisfy you about this transaction in terms of the above declaration. I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention/evasion is contemplated by me/us report the matter to Reserve Bank of India.
3. I/We declare and also understand that the foreign exchange to be acquired by me/us pursuant to this application shall be used by me/us only for the purpose for which it is acquired and that the conditions subject to which the exchange is granted will be complied with.

I/We shall provide all required evidence upon request and accept full responsibility for any inaccuracies or misrepresentations in the submitted data.

Request you to kindly knock off the pendency basis our declaration in EDPMS. I/We hereby also authorize you to debit the charges to our account number.....

We further confirm that the undersigned is duly authorized to execute this Declaration-cum-Undertaking on behalf of the Company/Firm, and Axis Bank may rely upon the same for processing the subject request.

We hereby authorise you to debit applicable charges for this request to our Account No._____ maintained with Axis Bank Ltd.

Thanking You

Yours Faithfully

Authorised Signatory

Date: