

S. No.	Regulation as per FEMA 23 (R)	Topic	Timelines	Documents
1	Regulation 3	Declaration of Exports	Goods (Through EDI): At time of export.	Customer to provide below documents for lodgement : 1.Documents for export of goods (non-LC) a. Export bill lodgement under collection - Bank Dispatch - Applicable request letter with FEMA declaration, - Invoice cum packing list, - transport document, - Shipping Bill details - Commercial Invoice - Packing List - Certificate of Origin - Insurance if applicable b. Export bill lodgement under collection - Direct Dispatch by exporter - Applicable customer request letter with FEMA declaration, - Documents provided by the exporter - Shipping Bill details 2.Exports Under LC - Applicable customer request letter with FEMA declaration - Documents required as per LC terms and conditions
2	Regulation 3	Declaration of Exports	Goods (Through Non-EDI Port): At time of export.	For Declaration of Export of goods through Non-EDI Port, duplicate / certified copy of Export declaration form (EDF) obtained from customs/SEZ/STPI to be submitted along with the above mentioned supporting documents.
3	Regulation 3	Declaration of Exports	Export to warehouse (Including Bharat Mart warehouse exports) (i) 9 months from date of sale of goods from the warehouse (Normal and Bharat Mart Warehouse) (ii) 12 months from the date of sale of goods from the warehouse for invoices denominated in INR	Customer to provide below documents : - Warehouse agreement/contract - Overseas sale invoice or transaction specific contract/agreement - Service Agreement /PO
4	Regulation 3	Declaration of Exports	Export of goods under lease - hire	Additional requirement over and above export documents covered in Declaration of Exports , Document confirming lease arrangement would be required

5	Regulation 3	Declaration of Exports	Services(Including Software): Within 30 days from end of month of invoice or before receipt of payment (where applicable). Documents to be lodged within 21 days from date of export. (Applicable for services where Axis Bank is the specified authority)	1.Customer to submit the below documents for lodgement of export bills pertaining to services/software - Applicable Customer request letter with FEMA Declaration - EDF Form as applicable including single EDF for multiple services within 30 days from end of month of service or on or before the date of receipt of payment in case of services other than software - Copy of software/Service Invoice/PO - Underlying contract / service agreement for lodgement and EDPMS reporting. 2. In case of delay in Submission of EDF form, customer to submit applicable request letter mentioning the delay reason
6	Regulation 3	Declaration of Exports	Declaration for Software to the specified authority other than Axis Bank	Customer to submit below documents within 21 days from the date of Export for lodgment to Axis Bank - Applicable Customer request letter with FEMA declaration - Copy of Service Invoice/PO or - Underlying contract/Service Agreement - Duly authenticated EDF SEZ/STPI forwarded by specified authority
7	Regulation 3	Declaration of Exports	GR/EDF Waiver/Approval	In such cases, exporter need to ensure- 1. EDF form mentioning NIL for export value is submitted to Specified Authority 2. In case of re-imports, Bill of Entry to be submitted Separate GR waiver / approval from Bank is not required.
8	Regulation 5	Change of Buyer / Consignee	Export proceeds shall be realized from the revised buyer/consignee within the prescribed realization period :	Documents required - Applicable Customer Request Letter with FEMA Declaration, - Revised Invoice, - Revised Transport Document, - Customs Acknowledgement - Communication with new overseas buyer, If any
9	Regulation 5	Extension of Time	Extension beyond prescribed realization period	Documents Required - Applicable Customer Request Letter with FEMA Declaration - Buyer Communication is mandatory confirming the revised payment timeline if the extension is beyond two years from the date of shipment

10	Regulation 6	Reduction / Write Off	Short Realization of export proceeds	1. Shipping bill Upto INR 10 lakh or FCY equivalent : Applicable Customer request Letter incorporating declaration for receipt of proceeds with details of IRM along with reduction/ write off involved and SB to be closed 2. Shipping Bill Beyond INR 10 lakh or FCY equivalent : a) For Reduction / write off within 5% of previous year export turnover - Customer declaration with reason for reduction/write off. - CA Certificate in applicable format for reduction / write off within 5% of previous year export turnover b) For reduction / write off above 5% of previous year export turnover : - Customer declaration with reason for reduction/write off - CA Certificate for reduction / write off above 5% of previous year export turnover - Documentary proof as per Invoice reduction/write off reasons Indicative list of reason for reduction / write off - Certificate from the Official Liquidator - Overseas Buyer is not traceable - destruction of goods - Documentary proof if the realisation is setteled by Indian Embassy, Foreign Chamber of Commerce or Similar organization - volume or cost discount - any other reasons as applicable.
11	Regulation 7	Set Off / Netting off Export receivables against Import Payables	Within realization/payment period including approved extension period	Below documents are required to be furnished : - Consent letter/communication from Importer for set-off of outstanding transactions - Standard Customer declaration mentioning the transaction details for set-off - Export Documents for goods i.e. Invoice, Shipping Bill, Transport Documents, Packing List, Insurance. - Import Documents for goods i.e. Invoice, Transport Documents, Bill of Entry. - Import Document for Services (As per A2 remittance purpose code wise document list including form 145 / 146 as applicable) - Export Document for Services (As per Inward Remittance purpose code wise document list) - CA certificate with UDIN number for outstanding export and import legs for services and a copy of online UDIN validation check evidencing the CA certificate to be held on record - Legally enforceable agreement/contract evidencing set-off of export receivables against import payables from/to the same overseas buyer or supplier or with their overseas group or associate companies and within the realisation/extended period irrespective of the calendar year

12	Regulation 8	Third Party Export Proceeds / Third Party Receipts (Applicable where the Third Party details not captured both in Shipping Bill/EDF and Invoice)	Within below applicable export realization timeline Underlying export transaction timeline: Goods – 9 months; Services – 9 months; INR Exports – 12 months; Warehouse Exports including Bharat Mart 9 months from sale date; Project Exports – as per contract	Customer to submit below documents : - Applicable Customer request letter with FEMA Declaration - Invoice evidencing third party details - Declaration in Shipping Bill, - Evidence of common ownership, - Invoice raised by buyer on remitter, - Documentary evidence establishing the relationship between buyer and remitter such as settlement letter, tripartite agreement, group/associate company confirmation, an assignment/factoring agreement, or equivalent evidence, justification of currency mismatch if any may be required
13	Regulation 10	Advance against Exports	Submission of documents to other banks where Advance remittance is received in Axis bank	Exporter to provide the indicative letter/mail communication/e-FIRC request specifying the reasons and details of transactions routed through the other AD
14	Regulation 10	Advance against Exports- Long term	Advance remittance received with Axis Bank	Transaction specific Disposal Instruction (DI) or One-time Standing Instruction (SI) and applicable documents as per the defined thresholds. In case of Long term advance(period between receipt of advance and completion of export or services exceeds 3 years) , additional documents required including sales contract subject to no overdue pendecny.

15	Regulation 15	Project Export	Scenarios : a) At the time of Issuance of Project Export Approval (PEM), b) Opening short-term deposit in foreign currency c) Amendment to the issued PEM approval d) Monitoring of ongoing project /Completion and Closure of Project	a) Customer request letter and Copy of awarded contract / LOA with project details. Within 30 days of entering the contract, customer is expected to seek PEM approval from bank b) Intimation letter to bank that the cash surplus generated from the project are temporarily deployed in short-term investments (with original or residual maturity of one year or less) including in Treasury bills and in deposits with banks, outside India. c) Customer request letter for amendment along with revised contract / addendum / revised project details etc. d)- Half yearly submission to bank of Annexure AB and DPX 2 (June & December)-Progress of Project - Submission of final DPX 2 to bank indicating completion along with closure documents (completion certificate, repatriation statements, etc.).
16	-	Refund of export proceeds	Refund of export proceeds after 3 years of receipt of advance or export realization for goods rejected/destroyed/re-imported	Below documents to be obtained as per the scenario / reason of refund: 1. Customer request letter with FEMA declaration 2. Form A2 cum application form 3. Correspondence with the overseas buyer/Relevant contract with refund clause 4. Correspondence with the overseas buyer and Destruction certificate by Port (not applicable for re-import cases) / Customs / Health authorities/ any other accredited agency in the importing country. 5. Confirmation from the Exporter / Certificate issued by DGFT / Custom authorities / Customer undertaking with DGFT / customs acknowledgment for the proportionate incentives which have been availed are surrendered OR no incentives have been availed 6. Evidence of re-import i.e. BOE in case of return of goods
17	-	Export factoring	At the time of on-boarding and financing of bill	Exporter Factoring/Receivable Purchase agreement and Board Resolution Below documents are required for processing factoring transaction : - Applicable customer request letter - Transaction specific documents - Export factoring / Receivable purchase agreement - Signed term sheet - Notice of Assignment served to buyer

*Applicable charges as per shedule of charges (<https://www.axis.bank.in/docs/default-source/default-document-library/schedule-of-charges-for-trade-and-forex-transactions-wef-10-07-2026.pdf>)

Disclaimer : Additional documents may be sought based on the nature of the transaction, applicable regulatory requirements, sanctions/AML checks and Bank's compliance assessment.