


ANNAMALAI UNIVERSITY

PIN:

To
The Manager
XXXX Bank
Annamalainagar Branch,
Chidambaram.

Ref.....
Import Code No

Dear Sir,

The University has importedfrom
M/s.....on advance/sight draft basis. We
need to make payment in foreign exchange by way of bank draft. The particulars of
the invoice and the amount required to be remitted to the party concerned in foreign
currency is/are given below:

<u>Sl.No.</u>	<u>Name and Address of the Party</u>	<u>Bill No.</u>	<u>Amount in Foreign Currency</u>
1.			

Under the various provisions relating to import of commodities without the import
licence for research labs by the research institution as per details given in Appendix(V)
para (22) of Import Trade Control Hand Book of Rules and Development research
institutions can import Scientific Instruments/Chemicals/reprints.

We are enclosing the following documents:

- . Form A-I in duplicate
- . Form A-II in duplicate
- . Bill/Invoice
- . Bill of Entry/Parcel wrapper.

We request you to please issue a foreign bank draft for in
favour of Ms/s.....The amount in Indian
rupees may please be debited from the ANNAMALAI UNIVERSITY account
.....maintained in your bank and operated upon by the undersigned, under
intimation to us.

Yours faithfully,

Registrar