

University of Hyderabad Dr. C. R. Rao Road, Gachibowli

P.O. Central University, Hyderabad 500046

Phone : +91-40-23132200 Fax: +91-40-23020370

Ref.No. Dt.

To

The Assistant General Manager

State Bank of India

Commercial Branch

Koti, Hyderabad

**REQUEST FOR ADVANCE PAYMENT**

|  |  |  |
| --- | --- | --- |
| 1. | CURRENCY CODE |  |
| 2. | AMOUNT TO BE SENT |  |
| 3. | APPLICANT ACCOUNT NUMBER |  |
| 4. | ACCOUNT TYPE (TO BE DEBITED) |  |
| 5. | BENEFICIARY NAME (WITHOUT ABBREV.) |  |
| 6. | BENEFICIARY ADDRESS |  |
| 7. | BENEFICIARY AC NO/IBAN NO |  |
| 8. | BENEFICIARY BANK SWIFT CODE |  |
| 9. | DESCRIPTION OF GOODS TO SHIPPED BY |  |
| 10. | COUNTRY OF ORIGIN |  |
| 11 | PORT OF DISPATCH |  |
| 12 | DETAILS OF CHARGES (OUR/SHA) |  |
| 13. | ADVANCE PAYMENT SENT TO THE SAME BENEFICIARY BUT BILL OF ENTRY NOT SUBMITTED  + INCLUDING THIS PAYMENT  = TOTAL OUTSTANDING AMOUNT |  |
| 14. | ENCLOSURES |  |

The shipment of goods are expected by \_\_\_\_\_\_\_\_\_\_\_ and we undertake to submit the Bill of Entry within 15 days after the receipt of goods.

Finance Officer



University of Hyderabad Dr. C. R. Rao Road, Gachibowli

P.O. Central University, Hyderabad 500046

Phone : +91-40-23132200 Fax: +91-40-23020370

UH/ /2020/ Dt.

To

The Assistant General Manager

State Bank of India

Commercial Branch

Koti, Hyderabad

**REQUEST FOR ADVANCE PAYMENT**

|  |  |  |
| --- | --- | --- |
| 1. | CURRENCY CODE | USD/EURO |
| 2. | AMOUNT TO BE SENT | USD/EURO------- |
| 3. | APPLICANT ACCOUNT NUMBER | 10187980570 |
| 4. | ACCOUNT TYPE (TO BE DEBITED) | Current |
| 5. | BENEFICIARY NAME (WITHOUT ABBREV.) | M/S. |
| 6. | BENEFICIARY ADDRESS |  |
| 7. | BENEFICIARY AC NO/IBAN NO |  |
| 8. | BENEFICIARY BANK SWIFT CODE |  |
| 9. | DESCRIPTION OF GOODS TO SHIPPED BY |  |
| 10. | COUNTRY OF ORIGIN |  |
| 11 | PORT OF DISPATCH |  |
| 12 | DETAILS OF CHARGES (OUR/SHA) |  |
| 13. | ADVANCE PAYMENT SENT TO THE SAME BENEFICIARY BUT BILL OF ENTRY NOT SUBMITTED  + INCLUDING THIS PAYMENT  = TOTAL OUTSTANDING AMOUNT |  |
| 14. | ENCLOSURES | A1 Form duly filled in and Application for issue of FTT, Purchase Order and Pro forma Invoice |

The shipment of goods are expected by \_\_\_\_\_\_\_\_\_\_\_(date) and we undertake to submit the Bill of Entry within 15 days after the receipt of goods.

Finance Officer