

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

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UH/ /2020/ Dt.

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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