

Request Letter for GR Waiver — Free Trade Sample

Format — for submission to the Authorised Dealer (AD) Bank / Customs

Date: _____

To,

The Manager

[AD Bank Name & Branch]

Subject: Request for waiver of GR/SDF declaration — Export of Free Trade Sample

We refer to our proposed export shipment of trade samples, details of which are given below, and request you to grant a waiver of the GR/SDF declaration as the shipment is being sent free of charge as a trade sample and does not involve any foreign exchange realisation, in line with the extant FEMA guidelines on GR waiver for samples/gifts below the prescribed value limit.

Shipment Details

Invoice No. & Date: _____ Value (FOR RECORD ONLY, NOT FOR REALISATION):

Description of Goods: _____ Consignee: _____

Port of Loading: _____ Country of Destination: _____

We confirm that no foreign exchange is due to be realised against this shipment and undertake to abide by the conditions prescribed by the Reserve Bank of India / Customs in this regard.

For M/s. _____ — Authorised Signatory