

## **REMITTANCE BY TOUR OPERATORS / TRAVEL AGENTS TO OVERSEAS AGENTS / PRINCIPALS / HOTELS**

Tour Operators / Travel Agents are permitted by RBI to collect Indian Rupees **only for surface transportation** and this amount can be remitted to the Overseas Agent / Principal / Hotel.

### **Documents to be verified:** -

1. Letter from the India based Tour Operator / Travel Agent
2. Form A 2 – Application cum Declaration
3. Overseas Invoice stating amount that needs to be remitted.
4. List of passengers with details for whom the transaction is being undertaken
5. Draft Application form / SWIFT transfer form, whichever is applicable.

### **Documents to be kept on record:-**

1. Form A2 – Application cum Declaration
2. Letter from the India based Tour operator / Travel Agent
3. Copy of Invoice with full details
4. Passenger list with full details such as name, passport number, date and place of issue, amount to be remitted, agent's commission etc.

### **Quantum of Exchange:-**

As per the Invoice MINUS the Agents Commission.