

Appendix 8

TO BE PRINTED ON THE LETTER HEAD OF THE CLIENT (IDM Facility)

Ref. No.:

Month/ Date/ Year

ICICI Bank Limited,

<Address of the Branch>

Dear Sir/ Madam,

Sub: Request Letter for availing of Import Document Management Service

We _____ (Name of the Client) having our registered office at _____ (Address) (hereinafter referred to as the "**Client**") are involved in the business of _____. In course of the said business, the client is required to make payment against documents to our various counter parts *i.e.* the exporters, who may be located in various jurisdictions selling goods to the Client. These payments are made after receipt of the documents and post collection of the goods under these documents.

Such payments are required to be made by the Client after assessing the due dates for payments thereunder. The Client is desirous of approaching ICICI Bank for availing Import Document Management Service ("**Service**") which is a service availed through online trade channel where-in the client gets an access to upload & lodge a direct import bill for pre-scrutiny and then pay at a later due date.

Therefore, the Client, through its authorized representatives (*i.e.* the undersigned), requests ICICI Bank Limited, having its registered office at Landmark Building, Race Course Road, Vadodara: 390 007 (hereinafter referred to as the "**ICICI Bank**"), to provide the said Service, in Trade Online ("**TOL**") as per the terms and conditions specified in the **Annexure** hereto ("**Terms and Conditions**").

The Client further understands and agrees that:

1. The recitals and Annexure shall form an integral part of this request letter and Terms and Conditions to the said Service.
2. The contents of this Request Letter and the Terms and Conditions shall be binding on the Client and shall also be equally binding on the Client's successors and/ or permitted assigns.
3. The said Service shall be subject to satisfactory due diligence and other appropriate documentary and/ or other clearances from the concerned authorities of ICICI Bank.
4. Any payment under the Service, through ICICI Bank, shall be made as per the extant regulatory guidelines.

CLIENT

_____ a company / partnership concern / proprietary concern/ trust / HUF registered under_____ Act, _____ and having its principal offices at _____ , (the "Client", which expression shall, unless it be repugnant to the subject or context thereof, include its successors and assigns)

For the Client:

Mr. Ms.: _____

Designation: _____

Signature: _____

Please affix Common Seal of the Company/ Stamp of Partnership / Sole Proprietorship Firm

ANNEXURE

Terms and Conditions for Import Document Management Service

1. The Client will log on to TOL through ICICI Bank's website with their Corporate ID and User ID to initiate their requests which will directly flow into the bank system without any manual intervention.
2. The Client undertakes to submit all the documents on TOL, as may be required by ICICI Bank from time to time.
3. The Client shall log into TOL on the due date to initiate the payment. On receipt of debit authorization by ICICI, from the Client, payment will be made subject to sufficient funds being available in the Client's bank account maintained with ICICI Bank and subject to other regulatory guidelines.
4. The Client agrees that ICICI Bank shall not be liable to the Client or any other person for non-payment to the counter party (payee) on payment due date under the bills for want of funds in the Client's account or any other clarification/documents from the Client. The Client further agrees that, in case the Client's account is funded after the due date, then it shall be entirely the Client's responsibility to provide the revised debit authorization online through Trade Online. It is understood that, after the due date for payment, ICICI Bank shall not be required to check the availability of funds in the Client's account.
5. The Client agrees that ICICI Bank shall not be liable to the Client or any other person for any loss or damage that may be caused to the Client or such other person if the instructions received from the Client are ambiguous and result in any delayed payment to the payee.
6. Charges/ Fees:
 - (i) Verification charges _____.
 - (ii) Handling charges _____ + GST.
7. The Client agrees that any breach of these Terms and Conditions shall entitle ICICI Bank to terminate the Service without any notice thereof.