

Date:

To  
Maity Forex Pvt. Ltd.,  
8/2, Chowringhee Lane,  
Kolkata-700 016

Sub: Surrender of unutilised foreign exchange

Dear Sir,

We would like to surrender herewith the following unutilised foreign exchange drawn by our Executives / officials, as per details given below pertaining to his/her Business visit abroad.

Name of Executive :

Passport Number :

Date of Issue :

Date of Expire :

Place of Issue :

Forex Surrender :

You are therefore requested, kindly encash the above forex and issue a cheque in favour of our company  
“ \_\_\_\_\_ ” Or Transfer the fund against the forex being surrendered.

Bank details below.

Name	
BANK NAME	
BRANCH	
A/C NO.	
IFSC CODE	

Yours truly,

For

Authorised signatory

Date: 24/08/2024

To,  
The Manager  
Maity Forex Pvt. Ltd.  
8/2, Chowringhee Lane,  
Kolkata- 700 016

Dear Sir,

**Re.: Release of Foreign Exchange under the Business Visit**

We enclose herein the necessary documents for your reference to release foreign exchange to our **Executive/Directors** for his visit abroad as mentioned below:

1. Name of person undertaking the trip: SOMAK MITRA
2. Residential Address:SOUTH CITY,TOWER-3FLAT NO-32H,375,PRINCE ANWAR SHAH ROAD,JODHPUR PARK,KOLKATA-700068
3. Nationality: INDIAN
4. Passport No. / Date of Issue/Date of Expire: U6234735
5. Exchange Requirement: AED C/N10000
6. Countries to be visited: DUBAI
7. Purpose of visit: Official: BUISNESS VISIT
8 Ticket No. : N2FUZ6
9 Passenger mail id and Mobile number : 9830542565,galleryartexposure2021@gmail.com
10 Date of Departure : 25/08/2024
11 Dare of arrival : 28/08/2024

We certify that the expenses for above trip are being borne by us and also undertake that the foreign exchange will be utilized only for the purpose stated above.

**DECLARATION – CUM – UNDERTAKING**

(Under Section 10(5), Chapter III of The Foreign Exchange Management Act, 1999)

I/We hereby declare that this transaction does not involve, and is not designed for the purpose of any contravention or evasion of the provision of the aforesaid Act or any rule, regulation, notification, direction or order made there under.

I/We also hereby agree and undertake to give such information / documents as will reasonably satisfy you about this transaction in terms of the above declaration.

I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the F.F.M.C. shall refuse in writing to understand the transaction and shall if it has reason to believe that any contravention / evasion is contemplated by Me /Us report the matter to reserve bank of India.

**I/We enclosed herewith Cheque No.\_\_\_\_\_ Drawn on\_\_\_\_\_ Dated\_\_\_\_\_ for Rs.\_\_\_\_\_ Towards the cost of the Foreign exchange.**

**Yours faithfully,**

Authorized Signature