

[Please insert the account holder company letterhead] [If any]

**Sample of requesting letter for inward/outward non-trade remittance (Integration to the cover letter and undertaking letter)**

To/

Manager

Domestic FC Payment Team

Foreign Remittance Operation

Kanbawza Bank Limited

Date : .....

Subject : Undertaking Letter for requesting credit the  USD  EURO SGD  CNY [Please tick the currency] requesting the credit to [.....Please insert the account number and account holder name].

1. Regarding to the subject, we would like to request to credit the  USD  EURO  SGD  CNY [Please tick the currency] [.....Please insert the amount] to as described below KBZ bank account receiving from the [.....Please insert the Bank Name] Bank, [.....Insert the Ordering Customer Name] for the [.....Please insert the Purpose of Remittance].

2. Account Holder Name: .....

Account Number : .....

3. We hereby undertake that we have the responsibilities for the funds; received into our account

[For export]

As a proceeding of the export of goods [..... Goods name] to [..... Country name] from Myanmar.

OR

[For expense]

The receiving of this money is to be spent as the expenses of [..... Project name] in Myanmar.

OR

[For other]

.....  
.....

[Please insert the account holder company letterhead] [If any]

.....  
.....  
.....

[Insert the detail of purpose]

4. We agree to provide the following documents to the Bank within (.....) business days.

1).....

2).....

3).....

5. [For Advance Export/ CMP ]

According to the CBM law , we hereby acknowledge and agree to provide the following documents to the Bank within ..... Days after the shipment.

1).....

2).....

3).....

And we warrant that the consignee's name must be the same before and after providing the documents to the Bank.

6. We hereby acknowledge that we have the responsibilities for this transaction and indemnify and hold harmless KBZ Bank against any and all claims, losses, penalties, causes of action, damages, liability, costs, expenses (including but not limited to reasonable attorney fees), or claims caused by or resulting from transaction.

Regards

Sign:.....

[Please sign by authorized person of the account]

Name:.....

Seal of company (If any)