

● **ADDITIONAL DOCs MUST BE PRESENT as per CBM Laws & Regulations**

Segment	Purpose of Inward Remittance	KBZ New Required DOCs List (UPDATE)
Trade	OR TT (pre-shipment) adv TT	<ol style="list-style-type: none"> 1. Request LETTER 2. IMPORT LICENSE OR NON LICENSE LETTER 3. PROFORMA INVOICE 4. SALE CONTRACT OR PURCHASE ORDER
	OR TT (post-shipment)	<ol style="list-style-type: none"> 1. APPLICATION FORM 2. IMPORT LICENSE OR NON LICENSE LETTER 3. IMPORT DECLARATION OR RELEASE ORDER NOTIFICATION 4. BILL OF LADING / AIRWAY BILL / TRUCK BILL / CARGO RECEIVED 5. COMMERCIAL INVOICE (Debit Note/Credit Note) 6. PACKING LIST
Non-Trade	Dividend payment	<ol style="list-style-type: none"> 1. CBM approval 2. MIC/DICA 3. Company Registration (Certificate of Incorporation) Company Extract from DICA 4. Form E/Financial Statement (Dividend, Income Statement, Tax Slip, Auditor Notes) For : Capital brought in related documents needed for dividend transfer
	Offshore Loan repayment/ interest repayment	<ol style="list-style-type: none"> 1. CBM approval 2. Loan Agreement 3. Loan Repayment Plan & Repayment Schedule 4. Company Registration (Certificate of incorporation + Company Extract (DICA))
	Salary	<ol style="list-style-type: none"> 1. Employment Contract 2. Pay Slip

	Compensation	<ol style="list-style-type: none"> 1. Contract 2. Household list copy 3. NRC of Beneficiary
	Education fee	<ol style="list-style-type: none"> 1. Invoice 2. Passport
	Installation fee	<ol style="list-style-type: none"> 1. Invoice 2. Contract/agreement/purchase order 3. Copy of import declaration 4. Transport docs
	Transportation /Training /Traveling charges	<ol style="list-style-type: none"> 1. Invoice or bill 2. Passport copy 3. Cover letter
	Software charges	<ol style="list-style-type: none"> 1. Contract/Agreement or Purchase order 2. invoice 3. Cover letter a) evidence letter of using this software b) undertaking letter for advance payment (if you want to pay in advance)
	Notary Fee	<ol style="list-style-type: none"> 1. Invoice 2. Docs relating to Notary Service 3. Cover letter
	Shipping Register fee (Sea Man)	<ol style="list-style-type: none"> 1. Confirmation Letter from respective Nation 2. Confirmation Letter from shipping line 3. CDC copy 4. Application form copy
	License Fee , Project fee	<ol style="list-style-type: none"> 1. Invoice 2. Agreement
	Photo used fee	<ol style="list-style-type: none"> 1. Invoice 2. Detail List
Non-Trade	Employee Bonus Payment	<ol style="list-style-type: none"> 1. Employment Contract 2. Claim letter 3. Cover letter
	Tuition fee for staff's children	<ol style="list-style-type: none"> 1. Invoice 2. Emploment Contract(or) Application letter(or) Cover letter
Non-Trade	Tour fee	<ol style="list-style-type: none"> 1. Invoice 2. Tour plan 3. Copy of Passport 4. Company Cover letter (If go by group)

	Tour package refund	<ol style="list-style-type: none"> 1. Invoice 2. Tour plan 3. Tour package evidence 4. Cancellation letter by email
	Hotel booking fee	<ol style="list-style-type: none"> 1. Invoice 2. Passport copy 3. Cover letter
	Hotel booking commission	<ol style="list-style-type: none"> 1. Contract 2. Invoice 3. Commission calculation sheet
	Air Ticket commission	<ol style="list-style-type: none"> 1. Air ticket copy 2. Contract 3. Cover letter
	Interest for Delayed Payment	<ol style="list-style-type: none"> 1. Contract/Proof of Interest collection 2. Claim letter 3. Detail calculation sheet
	Office Expenses (NGO)	<ol style="list-style-type: none"> 1. Cover letter 2. Inward Documents 3. Financial Statement 4. Contract 5. Claim letter or Instruction letter or Debit Note
	Reimbursement of Expenses to H.Q paid on behalf of Branch/Subsidiary	<ol style="list-style-type: none"> 1. Claim letter from H.O 2. Receipt from H.O 3. Receipt from Supplier 4. Contract evidence document
	Dividend or Profit transfer	<ol style="list-style-type: none"> 1. B.O.D Resolution for dividend or Profit transfer 2. Audited balance sheet (or) Income statement 3. Company Registration 4. DICA Extract (Form 6 & 26) 5. Tax slip 6. MIC Approval letter (MIC Company) 7. Company Letter Head is in Cover Letter <p>For Capital brought in related documents needed for dividend transfer</p>

	For Liquidation	<ol style="list-style-type: none">1. Cancellation letter from DICA (or) MIC2. Liquidation statement3. Income & Expenditure statement (Audited)4. BOD resolution of company liquidation5. Company registration (or) MIC permit6. DICA Extract (Form 6 & Form 26)
	Others - General	<ol style="list-style-type: none">1. Contract between sender and receiver2. Invoice