

Process for issuance of an advice for the inward remittance thru the Rupee Drawing Arrangement

Transferwise customer to send a request to HDFC Bank in the attached format with the following details:

- Unique Transaction Reference number (UTR)
- Customer name
- Account number
- Amount of money
- Date and purpose of the payment (purpose of payment to match with the purpose sent at the time of remittance)

Contact point at HDFC Bank:

All request letter to be sent to the following address:

HDFC Bank - Vostro CMS Team
Lodha - I Think Techno Campus, Office Floor 3,
Opp : Crompton Greaves limited,
Next to Kanjurmarg Railway Station,
Kanjurmarg East,
Mumbai - 400 042.

Further advice related queries should be sent to vostro@hdfcbank.com or indialink.helpdesk@hdfcbank.com

Fees for issuance:

A charge of 295 INR (Including 18% GST) for non HDFC Bank customers and 147.5 INR (Including 18% GST) for HDFC Bank customers will be applicable per Advice Issuance. If the transaction is older than 1 year, charges would be Rs 413 (Including 18% GST). A draft favouring "HDFC Bank Ltd-Advice Charges" along with the request letter.

HDFC Bank customer can directly mention the account number and the amount to get debited for the advice issuance in the request letter. (Letter to be signed by the authorized signatory)

We recommend that the letter also mention that the payment was received from Transferwise Ltd. You can refer to a sample request letter attached. Please also inform your bank of the postal address you want the certificate(s) to be delivered to.

Turn around time:

The time taken to process the Advice by HDFC Bank is 5 working days (for transactions processed within one year) and 10 working days (for transactions processed beyond one year)

Please note that the duration mentioned is the processing period and does not include the time taken to ship the documents from you to HDFC Bank and back.

Format for the request letter:

REQUEST FOR ADVICE ISSUANCE

To,
HDFC Bank Ltd,
India

Dear Sir,

I/We hereby request that you issue an advice (s) for the following transfers received from Transferwise Ltd:

Name & Address:

Account Number: _____
Bank Name: _____
IFSC Code: _____
Total Amount: _____

Transaction details:

| Reference Number | Payment Date | Remittance Amount (INR) | Purpose of Remittance | Mode of Payment |
|-----------------------------|--------------------|-------------------------|-----------------------|-----------------|
| <Transaction reference no.> | <Transaction date> | <Remittance Amount> | <Purpose> | <Mode> |

Non HDFC Bank customers:

We are attaching a demand draft for _____ as charges for the advice to be issued.

HDFC Bank Customer:

We authorize to debit our account no _____ for amount INR _____ for the recovery of charges for advice issuance.

Thanks and regards,

