

[Annexure to A. P. (DIR Series) Circular No. 25 dated March 6, 2006]

Monthly Report to be submitted by the AD-Category II for the month of _____

The reports should be sent to the Chief General Manager, Foreign Exchange Department, Forex Markets Division, Central Office, Amar Bhawan, Mumbai-400 001 by the 15th of the following month.

Name of the AD Category - II

Address:

Part - A

(Category-wise transaction where the amount exceeds USD 5000 per transaction)

Sl.No.	Purpose of Remittance	No. of transactions	Total amount
a)	Private Visits		
b)	Remittance by tour operators/travel agents to Overseas agents/principals/hotels		
c)	Business Travel		
d)	Fee for participation in global conferences and Specialized training		
e)	Remittance for participation in international events/competitions (towards training sponsorship and prize money)		
f)	Film shooting		
g)	Medical Treatment abroad		
h)	Disbursement of crew wages		
i)	Overseas Education		
j)	Remittance under educational tie up arrangements with universities abroad		
k)	Remittance towards fees for examinations held in India and abroad and additional score sheets for GRE, TOEFL etc.		
l)	Employment and processing assessment fees for overseas job applications		
m)	Emigration and Emigration Consultancy Fees		
n)	Skills/credential assessment fees for intending migrants		
o)	Visa fees		
p)	Processing fees for registration of documents as required by the Portuguese/other Governments.		
q)	Registration/Subscription/Membership fees to International Organizations		

Part – B

(Category-wise, transaction-wise details where the amount exceeds USD 25000 per transaction)

a) Private Visits		
Sl.No.	Name	Amount
1		
2		
3		
...		
...		

b) Remittance by tour operators/travel agents to overseas agents/principals/hotels		
Sl.No.	Name	Amount
1		
2		
3		
...		
...		

c) Business Travel		
Sl.No.	Name	Amount
1		
2		
3		
...		
...		

(The report should contain details of each category of transactions from (a) to (q) as mentioned in paragraph 3 of Annex I).