

REMITTANCE REGISTRATION FACILITY FOR INDIVIDUALS

Bank of Baroda New York Branch welcomes you to register with us for availing the remittance facility. Registration is a one-time process. Registered remitters will be allotted “User ID” and “Password” for rupee remittance facility.

Procedure to register your name

Step I	Visit our website www.bankofbaroda-usa.com and click on the Link “Not Registered? Click Here”
Step II (a)	<p>Fill mandatory details in online Form and generate PDF. Take a printout of PDF and sign at appropriate place in the Form.</p> <p>If the ID provided by the applicant contains the address mentioned in the online application and address is verified, then signature attestation is not required. Bank shall inform you in case the address is not verified and signature attestation /verification is required by a Notary Public or Banker.</p>
Step II (b)	<p>Upload PDF form along with following documents in link “Click here to upload documents” .</p> <ol style="list-style-type: none"> 1. Completed Form W-9 2. Your valid U.S. Driver License or a U.S. State Issued Non-Driver Photo ID or if you do not have the aforesaid IDs, please use your valid Passport containing valid U.S. visa or Alien Registration Card as ID (picture must be clearly identifiable). 3. Source of funds[^] <ul style="list-style-type: none"> o For those employed – latest pay stub or W-2 o For self employed / retired – copy of latest U.S. income tax return (for home maker, document could pertain to spouse) 4. Current Utility Bill in your name[*]
Step III	<p>After uploading present the documents at or mail/courier to the following address: Remittances Department Bank of Baroda, One Park Avenue, New York, NY 10016.</p> <p>Hard copy is required.</p>
	<p>*Utility Bill – If you do not have a utility bill in your name, but is in the name of your spouse/parent/relative with whom you are residing, you can submit the same with a letter to that effect and a copy of your latest bank account statement with the full address.</p> <p>If the address mentioned in the online application matches with your ID and address is verified by our system, then Utility bill is not required.</p>
	<p>^Source of Fund – In the case of application for remittance registration is submitted online and the funds for remittance made by the Registered Remitters are originated from their bank accounts online, then Paystub/W2/IT return is not required.</p>

On receiving your request for **Remittance Registration Facility** and if the information and documents provided by you meet with the requirements, we shall provide you a **Remitter Registration Number /User ID** on your e-mail address or by U.S. Mail. Password shall provided on your mailing address.

Please note the following:-

1. **Remittance Registration Number** is valid till the expiry of your ID.
2. Remittance registration number will lapse if no remittance is effected in -24- month period.
3. Remittances can be made up to the Annual Estimated amount mentioned in online Form
4. Modification in the Registration details (Address/Income/Annual Remittance amount) can be made by submitting application in Form RRF-3.
5. Registration is at the sole discretion of Bank of Baroda, New York.

TERMS AND CONDITIONS FOR USERS OF REMITTANCE REGISTRATION FACILITY (INDIVIDUALS)

1. WHO CAN APPLY

Only persons who are legally resident in the United States may apply for Remittance Registration facility. By applying for this service, you are also certifying that you are a legal U.S. resident. The Remittance Registration facility is to be utilized only for remittances of own funds and must not be utilized for any third person. The Bank reserves the right to reject any application for registration if it deems fit without assigning any reason for the same.

2. APPLICATION PROCESS

- a. Submit online Application at the link provided in our website.
- b. Take a printout of your Form and ensure that Signature of the applicant on the form is Verified/Attested/Notarized by a Notary Public or by your Bankers.
- c. Upload Form along with copy of the Valid ID, Address Proof and Income proof. After uploading send all documents to our branch
- d. For accepted applications, Online User ID and Password will be allotted within two working days and will be intimated by email / US Mail.
- e. Remitter Registration is a Onetime process only.

4. VERIFICATION AND UPDATION OF USER INFORMATION

The Bank may verify and update the information of Remittance Registration facility users before registration and thereafter from time to time. By signing the Application for Remittance Registration facility, you are authorizing the Bank to seek, obtain, verify and record such information about you. The Bank may, at its sole discretion, register a remitter only *after* verifying the information that has been provided in the application form. The Bank may also seek acceptable evidence for verification of information provided by you, in addition to what is usually sought, at any time before or after your registration.

3. VALIDITY OF REGISTRATION

- a. Registration will be valid up to date of expiry of photo ID submitted by you
- b. In case no remittance has been made using the Registration number allotted to you for 24 months, Registration will lapse.
- c. The Registration number allotted is valid at Bank of Baroda New York Branch only and has no relevance in any other Branches of the Bank.

4. SERVICES AVAILABLE FOR REGISTERED REMITTERS

- a. Remittance facility alone is available. This facility is available at Bank of Baroda New York Branch only.
- b. Remittance facility means Remittance by way of SWIFT/WIRE TRANSFER, Direct credit to the account of beneficiary with Bank of Baroda in India in Indian rupees.
- c. Remittance can be made in a Calendar Year up to the amount of Estimated Annual remittance specified in your application . Bank may reject application for sending higher amounts beyond the Estimated Annual remittance amount.
- d. For sending amounts higher than Estimated Annual remittance specified in your application, modification in the Remitter details will be required. For such modification, submit application in Form RRF-3 along with supporting proof/document.

5. HOW TO AVAIL THE SERVICES

- a. Registered Remitters must use assigned User ID and password to submit Remittance request
- b. Funds for remittance can be paid by online transfer from the remitter's bank account to Bank of Baroda New York Branch.
Please refer the Remittance link provided in website for instructions

6. MODIFICATION TO REMITTER INFORMATION

For modification in Remitter information viz. ID information, Address, Income, Annual estimated amount of Remittance or any other information, submit application in Form RRF3 along with supporting proof/document.

7. MODE OF REMITTANCE

- a. Remittance to Savings Bank / Current Account accounts with BOB India in Indian Rupees will be made by direct credit to the account depending upon availability of the India terminals. If due to technical problems, terminals are not available, funds will be remitted by Wire transfer.
- b. Credit to other type of accounts in India will be made by Wire transfer/SWIFT.

8. PRIVACY POLICY

Non-public personal information collected by us will be kept confidential and secure. Disclosures to third parties will be made only as permitted by law. We do not share non-public personal information with affiliates and non-affiliated third parties and do not wish to reserve our right to share non-public personal information with affiliates and non-affiliated third parties

9. DISCLAIMER“US Banking Regulations do not allow Bank of Baroda, US Operations, to open, close or operate Non-Resident Indian (NRI) accounts, which are offered by our parent company's branches in India. These accounts are not covered by FDIC Insurance and are not supervised by any US Banking Regulators since these accounts are domiciled in India. As a service to our parent company's customers or prospective customers, we have appended the information and links. This information is provided as general guidance and is neither a solicitation for business, investment advice nor tax advice. Customers and prospects, who are permanent US residents, should consider seeking professional

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advice before opening or operating an NRI account. US Tax law requires income from all sources, including that earned from foreign accounts, to be reported in the annual tax return. US Treasury Department rules require certain accounts at foreign financial institutions which are controlled by US taxpayers to be reported annually. Advice should be sought from your professional advisor for further clarification

10. Detailed terms and conditions of remittance like Date of remittance, Calculation of Exchange rate, cancellation of a transaction, right to dispute etc are available in form REM 1, which the Registered Remitter may go through before submitting the remittance application.

11. DISCONTINUATION OF SERVICES AND SERVICE CHARGES

The Bank reserves the right to restrict, modify or discontinue the remittance service to any User without assigning any reason. The Bank reserves the right to seek more information than is usually provided in the standard application form(s), if warranted for remittance and your inability or refusal to provide such information may result in denial of service and the Bank shall not be responsible for the consequential delay or loss, if any.

If you have any questions on Remittance Registration, please contact Remittances Department at the address given below and/or Tel (212) 578 4550 Extn 5513/5521