

WSFx Global Pay Ltd Foreign Exchange Transaction Document Checklist — Purpose-wise

A. Basic Document Standards — All Transactions

- **KYC Documents:** Official valid documents such as a valid Passport and PAN Card. Documents must be clear, legible, OSV-noted, and self-attested by the customer. KYC requires an in-person meeting or VCIP.
- **Pan Card:** Mandatory for all LRS transaction.
- **Address Proof Document:** Required if the current address differs from the Officially Valid Document. Acceptable proof includes a utility bill not older than 60 days.
- **Form A2:** Mandatory signed copy for all travel purposes (except Business Travel). Must be signed by both the customer and the branch official, with the branch stamp affixed.
- **Card Transactions:** A fully completed, signed Card Form is required. The customer's signature must match the signature on the KYC ID.
- **Payment Supporting Document:** Required only for non-CMS accounts, or where the customer's name cannot be identified. Payment must originate from the customer's own account or a relative's account, as defined under Section 2(77) of the Companies Act, 2013.
- **Business Travel Transaction Document:** A business request letter or email from an authorised person of the entity, requesting foreign exchange on behalf of employees.
- **Transaction Supporting Document:** Purpose-specific supporting document must be submitted, as detailed in Section B below.
- **Travel Purpose Code Transaction:** Valid visa and airline ticket, as applicable.
- **Cross-Border Transaction:** Overseas beneficiary invoices are required.
- **Additional Transaction Document:** Source of funds document (e.g. bank statement) or other supporting document, declaration, etc., as applicable.

B. Purpose-wise Additional Document Requirements

These documents are required in addition to the Basic Document Standards listed in Section A.

Purpose of Transaction	Additional Documents Required (over and above Basic Document Standards)
Private / Leisure Travel (Tour)	• Signed Form A2 (mandatory for all travel purposes except Business Travel) • Valid visa (where applicable as per destination requirement) • Confirmed international airline ticket / itinerary
Business Travel	• Business request letter / email from an authorised signatory of the entity, specifying employee name(s) and purpose • Valid visa and airline ticket, as applicable

Purpose of Transaction	Additional Documents Required (over and above Basic Document Standards)
	Entity onboarding to be completed prior to processing (Form A2 not required for Business Travel)
Education Abroad	- Offer / admission letter from the overseas institution - Fee estimate letter or invoice from the institution - Form A2 and, where the request is for funds beyond the estimate, a self-declaration - Source of funds document (bank statement or equivalent), if applicable
Medical Treatment Abroad	- Doctor's / hospital's recommendation letter for treatment abroad - Estimate of treatment cost from the overseas hospital - Form A2 - Attendant's travel (if any) to be supported by the same estimate letter
Employment Abroad	- Copy of overseas employment offer / contract letter - Valid visa / work permit - Form A2
Immigration	- Immigration approval / visa granted by the overseas government authority - Fee schedule / requirement letter from the immigration consultant or authority, as applicable - Form A2
Emigration	- Documents evidencing emigration (visa / emigration clearance) - Form A2
Maintenance of Close Relatives Abroad	- Declaration confirming relationship with the beneficiary as a close relative - Form A2 - Source of funds document, where applicable
Card Transactions (Forex / Travel Card Load or Usage)	- Fully completed and signed Card Form - Customer signature to match KYC ID signature - Purpose-specific supporting document as per the category above

Note: For purpose-wise transaction-related documents, please contact the Branch Manager/ Customer support team.

For Business purpose transactions, the entity must complete the on boarding process before requests can be processed.