

# ECF

(To be issued on official letter head  
indicating name and address)

(Valid for three months from  
the date of purchase of  
foreign currency)  
RBI Licence NO.

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## Encashment Certificate

Serial No. ....

Date: .....

We hereby certify that we have purchased today foreign currency from  
..... holder of Passport No. ....  
(Name of the person)

Nationality ..... and paid rupee equivalent as per details given below:

### A. Details of Foreign Currency Notes/Coins/Travellers Cheques Purchased

Currency purchased (indicating clearly notes/coins and travellers cheques separately)	Amount	Rate	Rupee equivalent	Stamp and Signature of authorised dealer/full- fledged money changer
(1)	(2)	(3)	(4)	(5)
Notes/ Coins: Travellers Cheques:				
		Total Rs.		

**B. Details of Payments made in Rupees towards hotel Bills/Cost of Goods/Services Opening Balance Rs.....**

Sr. No	Name and full address of hotel/company/firm	No. and date of Bill	Date of payment	Amount of Bill (in rupees)	Balance left after deducting amount at Col.5	Stamp and Signature of authorised money changer with No. and date of RBI Licence
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**NOTE:** This certificate should be carefully preserved to facilitate reconversion of the rupee balance, if any, into foreign currency at the time of departure from India and/or for payment in rupees of hotel bills, passage fare or freight on personal baggage, if necessary.