

Ref: CO/ NB&R /313 /2021

7th October, 2021

To,
All HODs of Central Office,
All Zonal Offices,
All Divisional Offices, All P&GS Units,
All Branch Offices & Satellite Offices,
Audit & Inspection Depts, MDC, ZTCs, STCs.

Re: GST – Exemption for NRIs/ FNIOs/OCI

In view of Sec 2(6)(iv) of IGST Act, 2017 , NRIs/ FNIOs/ OCI are eligible to get exemption in GST if the payment is in convertible foreign currency . Wherever NRI/ FNIO/ OCI desires exemption from GST in respect of New Business proposal the following guidelines are to be adhered to.

Collection in cash shall not be permitted. Also cheques drawn on Resident Bank a/c shall not be allowed.

I. In respect of Cheques drawn on NRE A/c:

The proposer has to submit an application cum declaration for exemption from GST in the format as per Annexure I along with the following documents to NB Department of Branch Office:

1. Proof of residence (outside India) : Any one of
 - (a) Current utility bill
 - (b) Driving License
 - (c) Certification from Govt./Embassy
 - (d) Latest Foreign Bank statement with address
2. In case of NRIs / FNIOs, copy of Visa
3. In case of FNIOs and FNIOs who are OCI, Unique Identification card of that country
4. Copy of Passport with pages of the latest immigration stamp
5. Photocopy of NRE A/c cheque or Front page of the passbook of NRE A/c

II. In respect of Foreign Currency Instrument:

The proposer has to submit an application cum declaration for exemption from GST in the format as per Annexure I along with the Foreign Currency Instrument and following documents to Accounts Department of Branch Office:

1. Proof of residence (outside India) : Any one of
 - (a) Current utility bill
 - (b) Driving License
 - (c) Certification from Govt./ Embassy
 - (d) Latest Foreign Bank statement with address

केंद्रीयकार्यालय, नव व्यवसाय एवं पुनर्विमा विभाग, योगक्षेम, मुम्बई. दूरभाष:66598000

Central Office, New Business & Reinsurance Department, Yogakshema, Mumbai. Tel.No.66598000

2. In case of NRIs / FNIOs, copy of Visa
3. In case of FNIOs and FNIOs who are OCI, Unique Identification card of that country
4. Copy of Passport with pages of the latest immigration stamp

As per the existing practice, an acknowledgement is to be given by Accounts department to the Bearer of the Foreign Currency Instrument. The Application-cum-Declaration with photocopy of Foreign Currency Instrument and all other documents will then be handed over to NB Department.

III. In respect of Direct credit to Bank A/c No. III of the LIC branch:

The procedure already in place in the Cash module must be followed. The remittances by way of Direct Credit should have been received in Convertible Foreign Exchange. Date of credit and all bank details with relevant Bank Reference Number (varies from bank to bank) is to be provided to NB department by Accounts Department of Branch Office.

The proposer has to submit an application cum declaration for exemption from GST in the format as per Annexure I along with the following documents to NB Department:

1. Proof of residence (outside India) : Any one of
 - (a) Current utility bill
 - (b) Driving License
 - (c) Certification from Govt./Embassy
 - (d) Latest Foreign Bank statement with address

2. In case of NRIs / FNIOs, copy of Visa
3. In case of FNIOs and FNIOs who are OCI, Unique Identification card of that country
4. Copy of Passport with pages of the latest immigration stamp.

IV. In NB module of eFEAP, provision has been made for creating NRI master with Unique Reference Number (URN) by entering the following details:

- i. Name of the Proposer
- ii. Status of Residence: NRI / FNIO / OCI
- iii. Address of the Foreign country of residence (No special characters to be used in data entry of address. Mobile Number entered must be valid Indian Mobile Number)
- iv. Email id of the Proposer
- v. In case of NRI: Passport No and Date of validity of visa
In case of FNIO: Unique Identification Card no of the Foreign country and Date of validity of visa
In case of FNIO who are OCI: Passport No and Date of validity of OCI card
- vi. Bank details which will include IFSC, A/c No., Name and address of Bank

V. The information keyed in must be verified with the documents submitted and if found satisfactory, it must be validated by Core Group member. This will result in creation of NRI master with URN. **The URN created will be per life and for the given Bank Account and will be valid for 90 days only.**

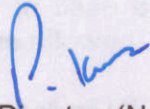
VI. This URN will be reflected at Cash Counter and proposal deposit will be collected based on this URN. Any balance amount payable towards the proposal must be from the same A/c against the same URN. Maximum of five BOCs can be created under the same URN.

- VII. Provision has been made to key in the URN in the Proposal Registration module so that, only BOCs collected under the same URN are attached to the proposal.
- VIII. At the time of completion, the module will ask for confirmation "Whether to allow exemption of GST". If all the criteria as detailed above are fulfilled, the user must give "Yes". This must again be validated by a Core Group member. On validation the Proposal will be completed with exemption of GST.

Important Notes:

- a. Proposals where request for GST exemption is received cannot be completed under Green Channel.
- b. GST exemption will not be allowed for proposals received Online and in proposals with NACH mode of payment.
- c. Mobile No. and e mail id is to be compulsorily captured in respect of NRI/FNIO/OCI.
- d. While registering the proposal of NRI/FNIO/OCI , residential address of foreign country must be correctly entered in the place of permanent address.

Branches must exercise caution and due diligence while allowing exemption of GST. Only proponents who are NRI / FNIO / OCI living in a Foreign country and fulfilling the criteria as detailed above are to be allowed exemption of GST. Any deviation from the guidelines tantamounts to violation of GST Rules and will have serious implications.



Executive Director (New Business & Reinsurance)

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