

**ECF**  
**Encashment Certificate**

(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. \_\_\_\_\_

Serial No. \_\_\_\_\_

Date: \_\_\_\_\_

We hereby certify that we have purchased today foreign currency from \_\_\_\_\_ (Name of the person) holder of Passport No. \_\_\_\_\_  
Nationality \_\_\_\_\_ and paid rupee equivalent as per details given below :

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

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

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

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