

Guidelines for Foreign Currency Banknotes shipping through Indigo Air Cargo:

1. All branches need to follow the below mentioned procedure while shipping the consignment of Foreign Currency Banknotes from one branch to another branch.
2. As and when the shipment is confirmed from the Corporate Wholesale division and the mail is sent to the branches, the Shipper branch needs to send the confirmation on the mail sent and send the name of the person in whose name the shipment is being sent.
3. Branch Manager should ensure that proper computerized shipment bill is carried out from the EON before sending the shipment to the Airport.
4. As the shipment is confirmed, Branch Manager should contact INDIGO Cargo (<https://cargo.goindigo.in/Cargo/Contact>) and ensure the flight timings through (<https://www.goindigo.in/information/flight-schedule.html>) as per convenient timing.
5. The Branch Manager should ensure that box in which currency will be sent is of best quality, packed with stitched white cloth and sealed with wax on it with the stamp of Transcorp International Ltd.
6. The shipment to be carried by the two persons to the airport on Four- Wheeler only (either own vehicle/Taxi). Two/Three- Wheelers are **NOT** allowed to transport the shipment to the airport.
7. Proper Documentation needs to be carried by the person going for shipment like (Gate pass, Security clearance, ID etc.)
8. Once the shipment is properly handed over to the airlines, SMS (to be sent within half an hour) of the Airway Bill needs to be sent to the concerned persons such as Mohan, Manish, RSS sir and the receiving branch.
9. It is advised and important to **video record** the process of packing the shipment, handing over at the airport counter, receiving shipment at the destination airport and unpacking of the shipment at the recipient branch. This may be achieved by use of respective cell phones, till such time that alternate method is provided.
10. The person submitting the shipment needs to check the name and the address of the person/branch properly written on airway bill.
11. If the shipment exceeds the limit of **Rs.1.5 Cr**, the Branch Manager should ensure that the shipment is carried out in **TWO** different boxes in the same airway bill.
12. Both the branches the sender and the receiving branch needs to send the Vehicle No. (Vehicle carrying the shipment) in the mail.
13. When the shipment is received at the destination branch, Branch Manager to ensure to send the confirmation on phone or SMS to the sender branch and the mail of '**Shipment Received**' to be sent once the box reaches the branch.

14. Once the shipment reaches the destination and in case the branch finds some discrepancy in currency bank notes i.e. (Fake notes/Torn notes) the Branch Manager would ensure that the communication to the sender branch reaches with in **1 hour without fail.**
15. Any branch taking shipment will take cover for at least **80 Percent** of the Shipment amount on the same day.
16. Any branch receiving shipment would make sure that the funds taken should be returned within **24 to 48 hours**, failing which, HO Finance department will charge **interest of 15 percent** on your holding fund.
17. Branch Manager to ensure that currency holding should not exceed the limit (Revised limit sent) at the end of the day.
18. In case the branch keeps the currencies in the branch safe overnight, the branch manager must ensure that all stock insurance related parameters as per company policies are complied with. **No exceptions allowed.**

*****Branch Managers would ensure that no deviation take place in the above-mentioned procedure.**