

What a complete EDF submission looks like

EDF Filing helps Indian service exporters prepare their monthly Export Declaration Form (EDF) pack. The exporter enters the month's invoices once and we lay them out on your bank's own format. We are a document generator only. The exporter checks the pack, signs it and submits it, and remains the declarant. We file nothing on anyone's behalf.

The pack contains

- 1. Request letter cum EDF on the bank's own format, signed by the exporter.
- 2. Annexure with one row per client and currency: invoice numbers, dates and amounts.
- 3. Cover letter to the trade desk, with totals by currency (sample below).
- 4. Copies of the invoices listed in the annexure.
- 5. FIRA or bank credit advice, if the payment has already been received.



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The cover letter the exporter sends

Printed with made-up data for October 2026 invoices. Every pack carries one like it.

SAMPLE

Kestrel Byte Studio LLP

12 Example Road, Andheri East, Mumbai 400069, Maharashtra, India

IEC: ABCDE1234F PAN: ABCDE1234F

Date: 07-Nov-2026

To the Trade Desk

HDFC Bank Ltd

Andheri East Branch

Example Towers, Andheri Kurla Road, Mumbai 400069

Re: Export Declaration Form (EDF) for export of services, October 2026 (due 30-Nov-2026)

Dear Sir or Madam,

We enclose our request letter cum EDF and disposal instructions for services exported during October 2026. Please file the EDF in EDPMS and, when the remittances arrive, credit the proceeds to our account 50100123456789. The filing is due on 30-Nov-2026.

Purpose code	P0802 - Software consultancy/implementation (other than those covered in SOFTEX form)
EDF records / invoices	3 records, 3 invoices
Total value by currency	GBP 4250.00 USD 6800.00 EUR 2975.50
Realisation due by	03-07-2027 (earliest EDF record); latest record 21-07-2027

Enclosures

- 1. Request letter for Export of Services & EDF Filing Cum Disposal Instructions for Credit, signed.
- 2. EDF Annexure and Invoice Details workbook in the bank's format (Kestrel-Byte-Studio-LLP-EDF-2026-10-HDFC.xlsx), with a printed copy of the annexure.
- 3. Copies of the 3 invoices listed in the annexure.

Your bank may levy a processing charge. Please debit any processing charges to account 50100123456789.

For any query please contact accounts@kestrelbyte.example or +91 22 4000 0000.

Yours faithfully,

For Kestrel Byte Studio LLP

AUTHORISED SIGNATORY

(Signature as per Bank record with company seal)

Asha Example, Designated Partner

Date: 07-Nov-2026

The checklist the exporter follows

The last page of the exporter's own copy. It never goes to the bank.

FOR YOUR RECORDS, DO NOT SUBMIT

Submission checklist: October 2026

Filing due on **30-Nov-2026**. Realisation of the export value is due by **03-07-2027** for the earliest EDF record; each record's own date is printed in the annexure.

- ☐ Request letter checked line by line and signed by the authorised signatory, with the company seal.
- ☐ Annexure workbook (Kestrel-Byte-Studio-LLP-EDF-2026-10-HDFC.xlsx) attached unchanged; the bank reads the EDF records from it.
- ☐ Copies of all 3 invoices attached.
- ☐ Covering letter signed.
- ☐ FIRA or bank credit advice: collect it later, after each payment is received, and keep it with this pack.

How to submit

Email the signed PDF and the workbook from your bank-registered email ID to the trade desk (tradedesk.example@example.test).
Or hand in a printed, signed copy at your branch (Andheri East).
Or upload through your bank's trade or net banking portal, if your account has it.
Branch acceptance of scanned signatures varies. If your branch asks for a wet-ink signature, print the request letter, sign and stamp it by hand, and submit the paper copy.

Branch note: what we rejected and why

If you return a pack, write the reason here and hand the sheet back to the exporter, or mail it to support@edffiling.com. We correct the format for every exporter who uses it.

Branch _____ Date _____