Ocean Network Express (India) Private Limited
CIN: U63030MH2017FTC299547
3rd Floor, A Wing, Fulcrum, Sahar Road, Hiranandani Business Park, next to Hyatt Regency, Andheri (E), Mumbai-400 099, Tel: +91 22 62153600 Fax: +91 22 62153601
Website: www.one-line.com

Customer Advisory: Change in Exim Policy & USD Payment Processing

To: All Valued Customers

Subject: Important Update: Submission of Export Declaration Form (EDF) and USD Remittances

Date: November 6, 2026

Dear Valued Customer,

We would like to inform you of a recent change in the Exim Policy, effective **1st October 2026**. As per the new guidelines, to receive inward remittances in USD, we are now required to submit an Export Declaration Form (EDF) along with the specific purpose code through our bank's online portal. These submissions must be checked and approved by the bank before the USD funds can be credited to our account.

Revised USD Fund Credit Timelines: Once the EDF and purpose code confirmation have been submitted through the online banking portal, the expected credit timeline is **T+1 working day**.

Please note the following cut-off times and processing schedules:

- **Submissions Before 2:00 PM:** If the EDF form is submitted through the online banking portal by the cut-off time of 2:00 PM, the funds are expected to be credited on the next working day *(subject to no discrepancies being raised by the bank)*.

- **Submissions After 2:00 PM:** If the EDF form is submitted after the 2:00 PM cut-off, the transaction will be taken up for processing by the bank on the next working day. The funds are expected to be credited on the following working day after processing begins [T +2] *(subject to no discrepancies being raised by the bank)*.

    - *Example:* If payment is made and the EDF is submitted on 19th October 2026 at 2:10 PM, the bank will process the transaction on 20th October 2026, and we will receive the credit on 21st October 2026.

- **Non-Working Days:** USD transactions are not processed on Bank Holidays, Saturdays, and Sundays.

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Action Required from Customers:

To avoid any delays in payment allocation and the release of your shipments, we kindly request you to adhere to the following steps:

1. **USD Invoicing:** Ensure you hold an invoice in USD for freight charges if you intend to make your payments in USD.

2. **Advance Payment:** Please initiate your fund transfers at least **4 working days prior** to the invoice due date to account for the new banking process.

3. **Payment Intimation:** Immediately after transferring the funds, share the payment details via the App Sheet link provided below:

   https://www.appsheet.com/start/eca14434-4178-4faa-9a24-9c942552680b#appName=ONEPaymentDetailsUSD-2278778&page=form&row=&table=ONEPAYMENT&view=ONEPAYMENT_Form

4. All mandatory field need to be updated to process USD payment receipt

5. The payment details submission template must be downloaded, all mandatory fields must be completed with the required payment information, and the updated template must be re-uploaded for further processing.

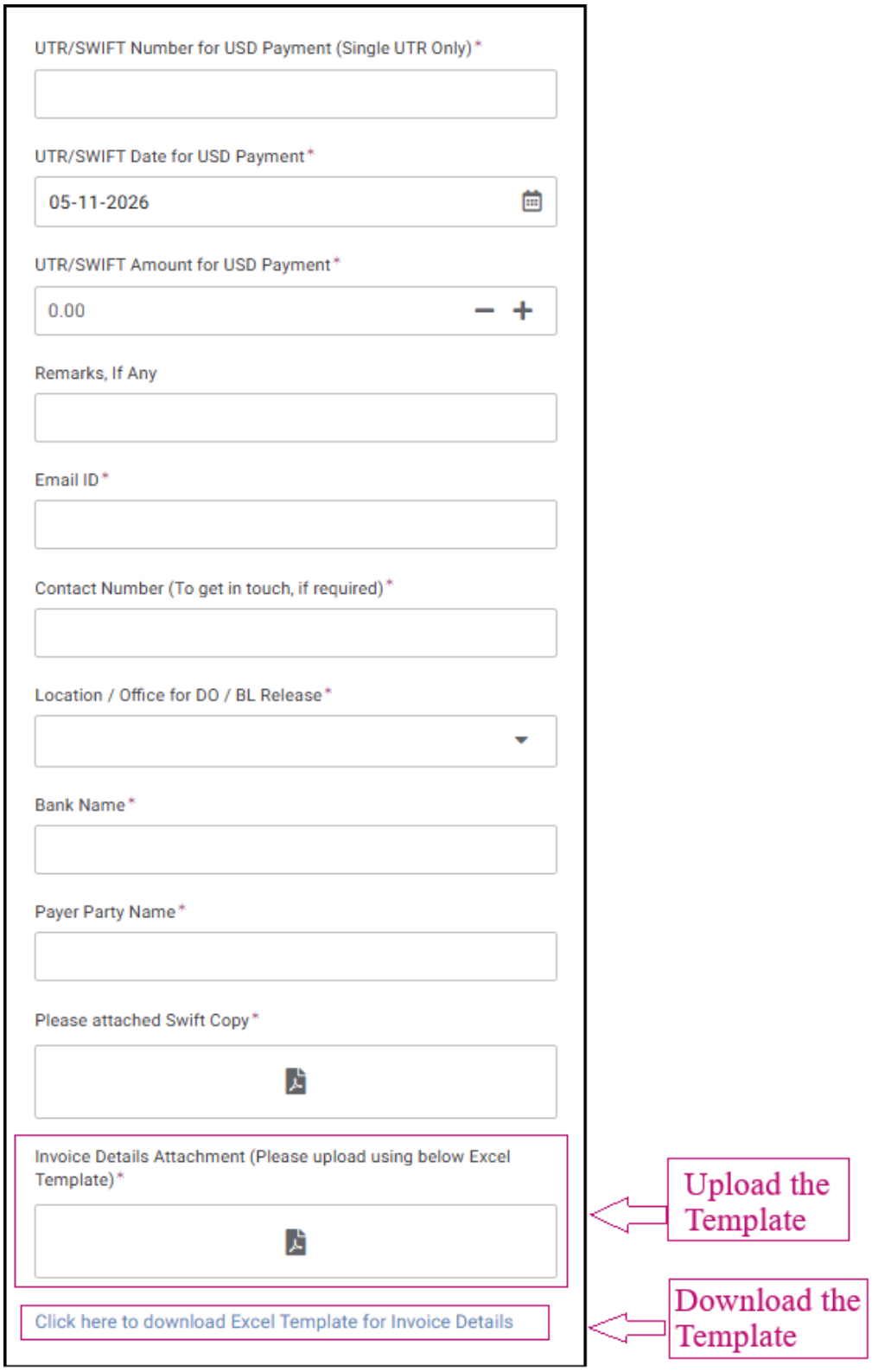
   Sample Template screenshot:

A	B	C	D	E	F
Customer Name	**Invoice Number**	**Invoice Date**	**Invoice Currency**	**Invoice Amount (USD)**	**Remitter Bank Name**
ABC Ltd	IN27260000001	08-Oct-26	USD	1.00	HDFC

6. Receipts will not be processed if the payment details are uploaded using an incorrect or incomplete template. Ensure that the prescribed template is used and all mandatory fields are properly updated before uploading

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7. Please note below the screenshot of the details to be updated in the "Payment Details" app sheet.



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Please note: Official payment receipts will be issued only after the funds have been successfully credited to our bank account.

For any further clarifications, please reach out to our Accounts Receivable desk at in.ar@one-line.com.

Thank you for your continued support, cooperation, and understanding during this transition.

Sincerely,

For Ocean Network Express (India) Private Limited.

Authorized Signatory

USD PAYMENT PROCESSING WORKFLOW

Standard Operating Procedure for USD Remittances & EDF Submission

START

STEP 1: PAYMENT INITIATION

Customers make the USD Payment through their respective bank and collect the SWIFT copy.

STEP 2: ACCESS PAYMENT PORTAL

Access the ONE Payment Details Submission screen via the provided AppSheet link.

STEP 3: UPDATE MANDATORY INFORMATION

Input all the mandatory fields required in the submission form.

STEP 4: INVOICE DETAILS TEMPLATE

Download the Excel template for Invoice details submission.
Input the required details (Invoice No., Date, Amount, Bank) and upload the completed file.

STEP 5: DOCUMENT UPLOAD & SUBMISSION

Upload the SWIFT message document and click on **Save** to submit the details.

STEP 6: EDF PREPARATION & UPLOAD

ONE Team prepares the Export Declaration Form (EDF). Once the Cover Funds are received by ONE's Bank EDF will be uploaded in Bank online Portal.

STEP 7: BANK PROCESSING & RECEIPT ISSUANCE

Receipts will be issued once the funds are credited into our Bank Account

Timeline: T+1 (Submitted before 2 PM) / T+2 (Submitted after 2 PM)

END

Customer Action | ONE Line Action | Bank / Final Process