**Requirements for EXPORTS – Document List**

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| **Export** |
| **1. LIST OF NORMAL DOCUMENTS REQUIRED FOR EXPORT CONSIGNMENTS:**   * AUTHORITY LETTER ADDRESSED TO CUSTOMS TO APPOINT CHA. * INVOICE (3 COPIES) * PACKING LIST (3 COPIES) * COPY OF LETTER OF CREDIT/ORDER/CONTRACT * GR FORM / SDF IN DUPLICATE DULY FILLED, STAMPED AND SIGNED. * IMPORTER/EXPORTER CODE NO.(IEC) ISSUED BY D.G.F.T. * SHIPPING INSTRUCTIONS & BL INSTRUCTIONS * BUYER ORDER / PROFORMA INVOICE. * DEPB DECLARATION (FOR DEPB SHIPMENTS)   **2. ADDITIONAL DOCUMENTS REQUIRED FOR EXPORT UNDER D.E.E.C**   * Registration no with date **OR** Advance license. * D.E.E.C Declarations.   **3. ADDITIONAL DOCUMENTS REQUIRED FOR EXPORT UNDER CLAIM FOR DRAWBACK.**   * Name, Address and A/c. No., of your bankers where drawback amount is to be credited. * Cenvat declarations by Exporter and supporting manufacturer.   **4. First time Export Docs at Chennai (One time submission in Customs)**  +  Copy of VAT/Sales Tax Registration/Exemption certificate of the merchant exporter.  (3yrs)  +  A certificate from the Bank with whom the Bank Account (3yrs) is being maintained for the      purpose of remittance of foreign exchange to the effect that account is being maintained      satisfactorily.  +  Where the bank account is less than 3 months old, details of other bank accounts held by the      exporter.  +  Details of past exports made from other ports if any.  +  Balance sheet of the previous year.  +  Copy of the last Income Tax Return/VAT or Sales Tax Return filed.  Cont’d . . .  . . . Cont’d  **5. KYC Documents (One time docs as per Circular No.9 /2010-Customs)**  +  KYC specimen enclosed  +  CHA Authority Letter, specimen enclosed  +  Electricity Bill Current / MTNL Telephone Bill of company  +  Since your company is Partnership, then Partnership deed signed by the Partners  +  IEC Self Certified  +  PAN Copy Self Certified  **Requirements for IMPORTS – Document List**  **Import** |
| **1. LIST OF NORMAL DOCUMENTS REQUIRED FOR IMPORT CONSIGNMENTS:** |  |  |  |  |  |
| * Authority letter addressed to Customs to appoint CHA. * Importer/Exporter Code No.(IEC) Issued by D.G.F.T. * Invoice. * Packing List. * Bill of Lading/Airway bill. * Insurance policy (if any). * Import License/C.C.P with letter of Transfer/letter of a authority etc. Incase the license is attached to any other B/E, a Photocopy of the same can be submitted for processing the documents, Original License will however be required for release of the consignments. OR O.G.L declaration giving appendix/List/Sr.No with copy of Industrial. (if any) * License/SSI Registration Certificate. * GATT declarations duly stamped and signed. * Certificate of Origin. * Literature/ Certificate of Analysis/ Catalogue/ Write up of the import product. * Purchase order. * Freight memo from shipping line (for by sea shipments), where freight is payable in India. * Letter of Credit (if any). * Original documents duly endorsed in your favour by your Bankers and in turn endorsed by you under your rubber stamp in our favour and Invoice duly attested by Bank * Letter of authority authorizing us to collect Delivery order on your letter Head (in 3 copies) with Bank Delivery order on bank’s letterhead (consignment by Air) along with Bank attested Invoice. * In addition to the above following documents where applicable should also be sent to us:   **2. ADDITIONAL DOCUMENTS REQUIRED FOR IMPORT UNDER D.E.E.C OR D.E.P.B.**   * Original D.E.E.C./ D.E.P.B. together with relevant Declarations. |  |  |  |  |  |

**3. First time Import Docs at Chennai (One time submission in Customs)**

+  Copy of VAT/Sales Tax Registration/Exemption certificate of the merchant exporter.  (3yrs)

+  A certificate from the Bank with whom the Bank Account (3yrs) is being maintained for the

    purpose of remittance of foreign exchange to the effect that account is being maintained

    satisfactorily.

+  Where the bank account is less than 3 months old, details of other bank accounts held by the

    exporter.

+  Details of past exports made from other ports if any.

+  Balance sheet of the previous year.

+  Copy of the last Income Tax Return/VAT or Sales Tax Return filed.

**4. KYC Documents (One time docs as per Circular No.9 /2010-Customs)**

+  KYC specimen enclosed

+  CHA Authority Letter, specimen enclosed

+  Electricity Bill Current / MTNL Telephone Bill of company

+  Since your company is Partnership, then Partnership deed signed by the Partners

+  IEC Self Certified

+  PAN Copy Self Certified