**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.
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**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