

Dear Sir / Madam,

Please remove all red marks from the format.

Please forward all documents which are mentioned below with self attested in original and also note that please make signature on all documents which signature have in the banks record. These documents are required as per customs norms as per Public Notice 61/2017.

1. Authorised Dealer Code with full bank details
2. GST copy form 06 with Annexure A & B
3. Authority Letter (original letter without date) (format attach herewith)
4. 1st Import letter
5. IEC Copy
6. Pan Copy
7. Bank verification letter (format attach herewith) (make cross sign on photo)
8. KYC form (format attach herewith) (print on your letterhead and verify through your bank (make cross sign on photo) attach following documents with kyc
 - a. Director / Proprietor / All partners Pan Copy
 - b. Director / Proprietor / All partners Aadhaar Card / driving License / Passport
 - c. Director / Proprietor / All partners Address proof like (Electricity Bill / Telephone Bill)
 - d. Cancel cheque copy
9. Copy of Remittance
10. GST return file
11. Copy of IT Return for last year with balance sheet & Profit Loss Statement.
12. Latest Electricity Bill / Telephone Bill Copy in the name of company
13. Blank letterhead with sign & stamp (10 copies)
14. Make sign on declaration copy with stamp format attach herewith - 5 copies
15. Previous bill of entry with self attested