



## CHECKLIST FOR IEC (Import Export Certificate)

Following are the documents required

Sr. No.	Particulars	Documents required
1	Proof of identity	
	a) In case of proprietary firm	<ul style="list-style-type: none"><li>▪ Self attested copy of PAN</li><li>▪ No. of IEC's held ,along with their details</li></ul>
	b) In case of partnership firm	<ul style="list-style-type: none"><li>▪ Notorised partnership deed showing Date of its formation</li><li>▪ No objection certificate from other partners/HUF</li><li>▪ Self attested copy of PAN</li></ul>
	c) In case of Companies	<ul style="list-style-type: none"><li>▪ Extract of Board of Resolution</li><li>▪ MOA with form 32 and ROC in case of change in directors</li><li>▪ Self attested copy of Incorporation Certificate</li><li>▪ Self attested copy of PAN</li></ul>
2	Proof of address	<ul style="list-style-type: none"><li>▪ Property Tax Paid Receipt</li><li>▪ Light Bill</li><li>▪ Shop Act License</li><li>▪ Index II (in case of self owned )</li><li>▪ Rent agreement (in case of rented )</li></ul>
3	Proof of Business	<ul style="list-style-type: none"><li>▪ Self attested copy of Shop Act License</li></ul>
4	Photographs	<ul style="list-style-type: none"><li>▪ 2 Photographs of the applicant</li></ul>
5	Bank Certificate	<ul style="list-style-type: none"><li>▪ Bank certificate on the Bank letter head as per the proforma ( Proforma will be given by us)</li></ul>