

## **REQUIREMENTS OF IMPORT-EXPORT CODE (IEC) NUMBER**

1. Pay Order for Rs. 1000/= in the name of "J.D.G.F.T., C.L.A." payable at Delhi.
2. APPLICATION FORM- AAYAAT NIRYAAT FORM FOR IEC - 1 with duly signed and stamped on each individual page with one photo on application form
3. BANK'S CERTIFICATE ON BANK LETTER HEAD –ONLY ONE - as per "PART B" in the name of "J.D.G.F.T., C.L.A.", New Delhi with photo attested by bank.
4. PAN CARD PHOTOCOPY (FRONT & BACK)- ONE COPY- signed and stamped by applicant
5. Self Addressed Envelope with Rs. 30 Postal stamps
6. A File for above papers
7. Proof of Address-Elec./Tel./Water/Bill/Passport/Rent Agreement
8. NOC from Landlord

### **Other Papers:**

1. BRANCH ADDRESS PROOF (if any)
2. In case of Company-
  - i MEMORANDUM - 1 duly attested with Photocopy of original COI
  - ii Board Resolution - 1 duly attested
  - iii List of Directors
3. In case of Partnership
  - i. Partnership Deed- 1 duly attested and Notarised
  - ii. List of Partners

Date.....Refer by.....Ph.....File No.....,

**Details for Import Export Code No. Registration**

Firm Name M/s.....

Firm address.....

.....Pin.....

Branch Address (if any).....

.....Pin.....\*Required Address proof

Mobile no.....Tel (O).....Tel (R).....

E-mail.....

Prop. Name.....

Father's Name.....

Residence Address.....

.....Pin.....

PAN.....Issuing Authority.....Income Tax Deptt, .....

Nature of Concern – Ltd.../Pvt.Ltd..../Prop...../ Partnership Firm..../ Other.....

Type of Exporter...Merchant.../ Manufacturer .../Mer cum Manu.../Service Provider../Other.

Bank A/c Details.....as per Bank Certificate.

**Remarks:**

**Fees Due: .....Received.....Balance.....**