



Tri Nagar Keshav Puram CPE

Study Circle of NIRC of ICAI

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



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.

Special Notes:

Already Registered: [Know you Import Export Code](http://www.dgftcom.nic.in) thru website
 www.dgftcom.nic.in