

Ravinder Gupta & Associates

Chartered Accountants

4247/2, Jai Mata Market Tri Nagar, Delhi-110035

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<http://www.facebook.com/Ravinder.GuptaCA>

Requirements for Import Export Code

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

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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