KNOW YOUR CUSTOMER FORM

(Please use additional sheets as annexure, wherever required)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Legal Name of the Organisation and  any other names used |  | |
|  | Type of Organisation  (tick the relevant | Individual/Proprietorship □ Partnership firm □  Company □ Trust/Foundation □ | |
|  | If partnership firm, names of all partners with complete address, email & mobile nos. |  | |
|  | Names of all persons in charge for Custom Clearance along with email & mobile numbers |  | |
|  | Activities/Status of the Organisation  (tick all which are applicable) | Manufacturing □ Trading □ 100% EOU □  Trading □ Govt. Recognised Star Export House □  Others(pls specify)\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | Addresses  (Mailing address as well as permanent/principal address) |  | |
| Telephone (no. of lines) |  | |
| Fax |  | |
| General email & Website |  | |
|  | IEC No. | Copy Attached YES / NO | |
|  | PAN No. | Copy Attached YES / NO | |
|  | Excise Registration Details | Copy Attached YES / NO / Not Applicable | |
|  | ISO Certificate or Equivalent | Copy Attached YES / NO / Not Applicable | |
|  | Shop and Establishment | Copy Attached YES / NO | |
|  | Bank Details |  | |
|  | Type of Business | Items Imported | Items Exported |
| Service Request | Airports / Ports /ICDs where our services are required | |
|  | Other Documents to be attached as per list printed at the back (depending on organization type) | | |

Signature with Stamp and date:

***KYC documents required by CHA as per Public notice # 19/2010 dated 13th April 2010 issued by Ahmedabad Customs Commissionerate.***

|  |  |  |
| --- | --- | --- |
| # | Form of organization | Documents to be obtained |
| 1 | Individual (Proprietorship)  (minimum two documents required) | (i) Passport  (ii) PAN card  (iii) Voter’s Identity card  (iv) Driving licence  (v) Bank account statement  (vi) Ration card |
| 2 | Company  (all docs required) | (i) Certificate of incorporation  (ii) Memorandum of Association  (iii) Articles of Association  (iv) Power of Attorney granted to its managers, officers or employees to transact business on its behalf  (v) Copy of PAN allotment letter  (vi) Copy of telephone bill |
| 3 | Partnership firm (all docs required) | (i) Registration certificate, if registered  (ii) Partnership deed  (iii) Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf  (iv) Any officially valid document identifying the partners and the person holding the Power of Attorney and their addresses  (v) Telephone bill in the name of firm/ partners |
| 4 | Trusts, Foundations (all docs required) | (i) Certificate of Registration, if registered  (ii) Power of Attorney granted to transact business on its behalf  (iii) Any officially valid document to identify the trustees, settlers, beneficiaries and those holding the Power of Attorney, founders/ managers/ directors and their addresses  (iv) Resolution of the managing body of the foundation/ association  (v) Telephone bill |

**FIRST TIME IMPORTERS:**

Please note that as per Customs Notification on First Time Importers the following documents are required for registration of your company.

**However if you have arranged clearance of any shipment in the last 3 months at the Port where your present clearance is to being undertaken you may provide a copy of the last bill of entry cleared at that port and the below documents are not required.**

1) Copy of VAT registration

2) Copy of Sales Tax / Service tax registration

3) Satisfactory certificate from your bankers. The certificate to include the below points:

(a) Name and address of your company

(b) Details of the authorized signatures

(c) Certification of the authorized signatures.

4) Proof of remittance made towards the shipments being imported

5) Balance sheet for the last three preceding years

6) Copy of the last income tax return filed.

7) Copy of the last VAT & Service tax return filed

8) Covering letter to the Dy Commissioner of Customs. Letter to be signed by the authorized signatory of the

company only.

9) Import Export code certificate self attested.

KINDLY NOTE THAT ALL THE ABOVE DOCUMENTS MUST BE SELF ATTESTED AND SIGNED BY THE AUTHORIZED SIGNATORY ONLY.

Signature with Stamp and date: