

**Form KYC (Know Your Customer)**

PASSPORT SIZE  
PHOTOGRAPH of  
INDIVIDUAL /Also attach  
photograph of the  
AUTHORIZED SIGNATORY  
if any

1.	Category	<input type="checkbox"/> Individual/Proprietary firm <input type="checkbox"/> Company <input type="checkbox"/> Trusts/Foundations <input type="checkbox"/> Partnership firm
2.	Name of the Individual including alias/ Proprietary Firm/Company/Trusts/Foundations/ Partnership firm (name of all partners)	
3.	Permanent or Registered address of the Individual/Proprietary firm/Partnership firm and partners/Company/Trusts/Foundations  Telephone,  Fax number	
4.	Principal Business address/es from which business is transacted of the Individual/Proprietary firm/Company/Trusts/Foundations/Partnership firm  Telephone,  Fax number,  E-mail address  Website	
5.	Name of Authorized signatory/ies for signing import/export documents including manual Air Waybills. Please provide recent passport size self attested photographs of each signatory	
6.	IEC No. ( Not mandatory for individuals)	Copy Attached
7.	PAN No.	Copy Attached

I/We hereby declare that the particulars given herein above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/we undertake to notify you in writing failing which the above particulars may be relied upon including all shipments/documents executed and tendered by the individual so authorized and mentioned in 6 above. I/we hereby authorize you to submit the above particulars to the customs and other regulatory authorities on my/our behalf as may be required in order to transport and customs clear my/our shipments.

Place

Signature \_\_\_\_\_

Date

Official Seal (for all other than individuals) Name

The following documents are mandatory and two sets are required each to be self certified with company seal.

### Check List

S.No.	Category	Documents Required
1.	Individual/Proprietary firm Any two of the stated documents	<input type="checkbox"/> Passport No. <input type="checkbox"/> Voter ID Card <input type="checkbox"/> Driving License No./Date of Issue <input type="checkbox"/> Bank Statement <input type="checkbox"/> Copy of Ration card <input type="checkbox"/> 2 Photographs of Individual/Authorized signatory
2.	Company	<input type="checkbox"/> Copy of Certificate of Incorporation <input type="checkbox"/> Copy of Memorandum of Association <input type="checkbox"/> Copy of Articles of Association <input type="checkbox"/> Power of Attorney granted to its managers, officers or employees to transact business on its behalf <input type="checkbox"/> Copy of telephone bill in the name of the company <input type="checkbox"/> IEC Certificate <input type="checkbox"/> PAN copy <input type="checkbox"/> 2 Photographs each of Authorized signatories
3.	Trusts/Foundations	<input type="checkbox"/> Certificate of registration, if registered <input type="checkbox"/> Power of Attorney (PoA) granted to transact business on its behalf <input type="checkbox"/> Any officially valid document to identify the trustees, settlers, beneficiaries and those holding the PoA, founders/managers/directors and their addresses <input type="checkbox"/> Resolution of the managing body of the foundation/association <input type="checkbox"/> Copy of telephone bill in the name of trust/foundation <input type="checkbox"/> IEC Certificate <input type="checkbox"/> PAN copy <input type="checkbox"/> 2 Photographs each of Authorized signatories <input type="checkbox"/> Name of trustees, settlers, beneficiaries and signatories <input type="checkbox"/> Name and address of the founder, the managers, Directors and the beneficiaries, in full, complete and correct. <input type="checkbox"/> Telephone and fax number, e-mail address of the trust, founder and trustees.
4.	Partnership firm	<input type="checkbox"/> Registration certificate, if registered <input type="checkbox"/> Partnership deed <input type="checkbox"/> Power of Attorney(PoA) granted to a partner or an employee to transact business on its behalf <input type="checkbox"/> Any officially valid document identifying the partners and the person holding the PoA and their addresses <input type="checkbox"/> Telephone bill in the name of firm/partners <input type="checkbox"/> IEC Certificate <input type="checkbox"/> PAN copy <input type="checkbox"/> 2 Photographs each of Authorized signatories

**Note: Two certified copies each of the above documents given in the check list to be attached except for**

**individuals where any two self certified documents may be provided**

I/We hereby declare that the particulars and documents attached as per the checklist above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/we undertake to notify you in writing failing which the above particulars may be relied upon including all shipments/documents executed and tendered by the individual so authorized and mentioned above. I/we hereby authorize you to submit the above particulars to the customs and other regulatory authorities on my/our behalf as may be required in order to transport and customs clear my/our shipments.

Place

Signature \_\_\_\_\_

Date

Official Seal ( for all other than individuals)

Name