



Simplified version of KYC (Know Your Customer) Process

The KYC requirement is applicable to both Shipper (for Exports out of India) and Receiver (for Imports into India)

Company (Non Individuals) all 5 items are MANDATORY

1 Importer Exporter Code (IEC) Registration Certificate **(Copy Mandatory)** (If Applicable / based on nature of transaction)

2 Company PAN Number (taken from IEC form)

3 Company & Mobile Telephone Number **(Mandatory)**

4 Official E-mail ID for communication **(Mandatory)**

5 Contact Name **(Mandatory)**

Company (Non Individuals) - Additional Items:

Copy of Telephone Bill

Certificate of incorporation

Memorandum of Association

Articles of Association

Copy of PAN allotment letter

Power of Attorney granted to its managers, officers or employees to transact business on its behalf

Note A: Any 1(one) copy of the documents listed above is mandatory provided one of these documents is proof of address

Foreign National (Residing in India / Tourist) all 4 items are MANDATORY

1 Contact Mobile Telephone Number **(Mandatory)**

2 Name & Address page of Passport Copy **(Mandatory)**

3 Indian Visa Page Copy **(Mandatory)**

4 Indian Immigration Stamp Page Copy **(Mandatory)**

Trust , Foundations /Partnership firm (Non Individuals) all 3 items are MANDATORY

1 Company & Mobile Telephone Number **(Mandatory)**

2 Official E-mail ID for communication **(Mandatory)**

3 Contact Name and Address **(Mandatory)**

Trust, Foundations - Additional items:

Registration Certificate, if registered

Power of Attorney granted to transact business on its Behalf

Any officially valid document to identify the trustees, settlers, beneficiaries and those holding the Power of Attorney, founders/ managers/ directors and their addresses

Resolution of the managing body of the foundation/ Association

Telephone bill in the name of firm/ partners

Note C: Any 2 (two) copies of the documents listed above is mandatory provided one of these documents is proof of address

Partnership Firm: - Additional items:

Registration Certificate, if registered

Partnership deed

Telephone bill in the name of firm/ partners

Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf

Any officially valid document identifying the partners and the person holding the Power of Attorney and their addresses

Note D: Any 2 (two) copies of the documents listed above is mandatory provided one of these documents is proof of address

Individual (Permanent Resident of India):

Contact Mobile Telephone Number **(Mandatory)**

Passport

PAN Card

Aadhar Card

Driving License

Voters Identity Card

Ration Card

Copy of Bank Account Statement

Note B: Any 2 (two) copies of the documents listed above is mandatory provided one of these documents is proof of address