

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	Foreign National (Residing in India / Tourist)
MANDATORY	all 4 items are MANDATORY
1 Importer Exporter Code (IEC) Registration	1 Contact Mobile Telephone Number (Mandat
Certificate (Copy Mandatory) (If Applicable / based on nature of transaction)	2 Name & Address page of Passport Copy (Man
Company PAN Number (taken from IEC form)	3 Indian Visa Page Copy (Mandatory)
Company & Mobile Telephone Number	4 Indian Immigration Stamp Page Copy (Mand
<u>Mandatory)</u>	Turret Formedations (Doute outlin firms
Official E-mail ID for communication (Mandatory)	Trust , Foundations /Partnership firm (Non Individuals) all 3 items are MANDATORY
Contact Name (Mandatory)	1 Company & Mobile Telephone Number (Mar
ompany (Non Individuals)	2 Official E-mail ID for communication (Manda
Additional Items:	3 Contact Name and Address (Mandatory)
Copy of Telephone Bill	
ertificate of incorporation	Trust, Foundations - <u>Additional items:</u>
lemorandum of Association	Registration Certificate, if registered
rticles of Association	Power of Attorney granted to transact busines
	Behalf
opy of PAN allotment letter	Any officially valid document to identify the tru settlers, beneficiaries and those holding the Po
ower of Attorney granted to its managers, officers	Attorney, founders/ managers/ directors and t
r employees to transact business on its behalf	addresses
ote A: Any 1(one) copy of the documents listed	Resolution of the managing body of the foundation
pove is mandatory provided one of these	Association
locuments is proof of address	Telephone bill in the name of firm/ partners
	Note C: Any 2 (two) copies of the documents
	above is mandatory <u>provided one of these do</u>
ndividual (Permanent Resident of India):	proof of address
ontact Mobile Telephone Number (Mandatory)	Partnership Firm: - <u>Additional items:</u>
assport	Registration Certificate, if registered
AN Card	
adhar Card	Partnership deed
Priving License	Telephone bill in the name of firm/ partners
/oters Identity Card	Power of Attorney granted to a partner or an e
ation Card	of the firm to transact business on its behalf
Copy of Bank Account Statement	Any officially valid document identifying the pattern bolding the Dower of Attorney and
ote B: Any 2 (two) copies of the documents listed	the person holding the Power of Attorney and addresses
bove is mandatory <u>provided one of these</u>	Note D: Any 2 (two) copies of the documents
ocuments is proof of address	above is mandatory provided one of these do

ile Telephone Number (Mandatory) ress page of Passport Copy (Mandatory) age Copy (Mandatory) ration Stamp Page Copy (Mandatory) tions /Partnership firm ls) all 3 items are MANDATORY Mobile Telephone Number (Mandatory) il ID for communication (Mandatory) e and Address (Mandatory) tions - Additional items: rtificate, if registered ney granted to transact business on its alid document to identify the trustees, iciaries and those holding the Power of ders/ managers/ directors and their he managing body of the foundation/ in the name of firm/ partners two) copies of the documents listed atory provided one of these documents is <u>SS</u> m: - Additional items: rtificate, if registered ed in the name of firm/ partners ney granted to a partner or an employee ransact business on its behalf alid document identifying the partners and ding the Power of Attorney and their (two) copies of the documents listed atory provided one of these documents is proof of address

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DOTPC (India) Know Your Customer(KYC)

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