

DOCUMENTS REQUIRED FOR REGISTRATION AS A IMPORTER/ EXPORTER

A) For Private Limited/ Limited Company

1. Memorandum of Association and Articles of Association.
2. List of Directors, their address, contact details, specimen signature.
3. Notarized copy of Import Export license issued by DGFT.
4. Original copy of Police NOC of company directors (one time).
5. Notarized copy of municipality license or any other address proof accepted by banks as KYC documents.
6. Notarized copy of company pan card
7. Notarized copy of identity proof of company directors.
8. Valid Power of Attorney in favor of person authorized for liaison with KPT.
9. Certified copy of Board Resolution duly signed by 2 directors duly notarized. The Board Resolution should convey the decision of the company for executing the power of attorney in favor of POA holder and also specifying the name of director who will be executing the POA on behalf of company.
10. Police NOC and self attested notarized ID proof of POA holder.
11. Latest audited balance sheet & profit and loss account duly attested by Chartered Accounts.
12. Notarized copy of GST Registration as a Customs House Agent.
13. Compliance of PF under EPF & MP Act,1952

B) For Proprietary ship company

1. Proprietor ship affidavit
2. Notarized copy of IMPORT EXPORT License issued by DGFT
3. Original copy of Police NOC of company proprietor
4. Notarized copy of municipality license
5. Notarized copy of company pan card
6. Notarized copy of identity proof of company proprietor
7. Valid Power of Attorney in favor of person authorized for liaison with KPT.
8. Police NOC of power of attorney Holder.
9. Audited balance sheet & profit and loss account of your company for the year end 31.03.2015.
10. Notarized copy of GST Registration as a Importer/Exporter.
11. Compliance of PF under EPF & MP Act,1952

C) Partnership Company

1. Notarized copy of partnership deed
2. Notarized copy of IMPORT EXPORT License issued by DGFT
3. Original copy of Police NOC of company partners (One time)
4. Notarized copy of municipality license or any other address proof accepted by banks as KYC documents.
5. Notarized copy of company pan card.
6. Notarized copy of identity proof of company partners with self attested.
7. Valid Power of Attorney in favor of person authorized for liaison with KPT.
8. Police NOC and self attested notarized ID proof of POA holder.
9. Latest audited balance sheet & profit and loss account duly attested by Chartered Accounts.
10. Notarized copy of GST Registration as a Importer/Exporter.
11. Compliance of PF under EPF & MP Act,1952