



G D LAVALE & ASSOCIATES

Chartered Accountants

CHECK LIST FOR IMPORT EXPORT CERTIFICATE (IEC)

Sr. No	Particulars
1	Owners/Directors/Partners/Proprietor : Pan card, Aadhar Card, Passport, Voter ID, Electricity Bill, Tax Bill, Residence Rent Agreement (If rented), 2 Passport size photographs etc.
2	Registered office address : Index II (If self owned), Property Tax paid receipt, Light bill, Rent Agreement (If rented)
3	Bank Certificate in specific format
4	Digital Signature of Owner
5	Entity Documents : PAN / Shop & Establishment Certificate / SSI Certificate / UAM Certificate / Partnership Deed / MOA/AOA etc.