

BASIC INFORMATION SHEET
FOR OBTAINING IMPORT EXPORT CODE (IEC)

Name of the enterprise :- _____

Constitution :- Proprietor / Partnership / Company / Society/ Other

Date of Incorporation :- _____

Type of exporter :- _____
(Merchant Exporter / Manufacturer Exporter / Service Exporter)

Registered office address :- _____

Phone No:- _____

Email ID:- _____

Banker's detail

❖ Name :- _____

❖ Address :- _____

❖ Account number :- _____

Entrepreneur's profile

(Proprietor/ all partners – in case of partnership firm / all directors – in case of company)

❖ Name: :- _____

❖ Father's name :- _____

❖ Address :- _____

❖ Contact number :- _____

DOCUMENTS REQUIRED:

1. Three copies of partnership deed in case of firm, Memorandum of Association and Article of association including company registration certificate from ROC in case of company;
2. PAN Card of enterprise in three copies;
3. Address proof of enterprise in three copies;
4. Six passport size photographs of the proprietor / anyone partner / anyone director as the case may be;
5. Copy of MSME (SSI) Certificate in case the applicant firm is a manufacturer; and
6. Five copies of enterprise letter pad.

JNJ & ASSOCIATES