

Know Your Customer

As required and mandated by Indian customs vide CBEC Circulars 09/2010 and 33/2010 (as amended from time to time) for identification/verification of importers/exporters for customs clearance performed by as an Authorised Customs Broker on behalf of the Customer.

1.	Category	<input type="checkbox"/> Individual/Proprietary firm <input type="checkbox"/> Company <input type="checkbox"/> Trusts/Foundations <input type="checkbox"/> Partnership firm
2.	Name of the Individual including alias/ Proprietary firm/ Company/ Trusts/ Foundations/ Partnership firm (You may attach a list of Directors / Partners on your letter head duly signed in duplicate in case directors / Partners are exceeds more than one person) Name Designation Date of Birth Address Telephone email Mobile	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Please attach most resent photograph </div>
3.	Activities/Status of the Organisation (tick all which are applicable)	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trading <input type="checkbox"/> 100% EOU <input type="checkbox"/> Star Export House <input type="checkbox"/> Others (pls specify)_____
4.	Permanent or Registered address Telephone, Fax number Email Address Website	
5.	Principal Business address/es Telephone, Fax number, E-mail address Website	

6.	Details of Authorised Signatory (You may attach a list of Directors / Partners on your letter head duly signed in duplicate in case directors / Partners are exceeds more than one person) Name Designation Date of Birth Sex Address City – Pin code Telephone Email Mobile	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Please attach most resent photograph </div>
7.	IEC No	Copy Attached YES / NO
8.	PAN No	Copy Attached YES / NO
9.	GST No	Copy Attached YES / NO / N.A.
10.	Name of Banks and Branch	
11.	Bank Details: Account No	
12.	Other	

I/We hereby declare that the particulars given herein above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/we undertake to notify you in writing failing which the above particulars may be relied upon including all shipments/documents executed and tendered by the individual so authorized and mentioned in 6 above. I/we hereby authorize you to submit the above particulars to the customs and other regulatory authorities on my/our behalf as may be required in order to transport and customs clear my/our shipments.

Place

Signature

Date

Official Seal

Name

The following documents are mandatory and two sets are required each to be self-certified with company seal.

Individuals	Verification	<ul style="list-style-type: none"> • Legal name and any other names used. • Present and Permanent address, in full, complete and correct.
	Documents (all docs require)	<ul style="list-style-type: none"> <input type="checkbox"/> IEC No. <input type="checkbox"/> PAN card <input type="checkbox"/> GSTregistration (if registered with GST) <input type="checkbox"/> Passport / Voters Identity card / Driving license (any one)
Company	Verification	<ul style="list-style-type: none"> • Name of the company. • Principal place of business. • Mailing address of the company. • Telephone, fax number, e-mail address.
	Documents (all docs require)	<ul style="list-style-type: none"> <input type="checkbox"/> IEC No. <input type="checkbox"/> PAN card <input type="checkbox"/> GSTregistration (if registered with GST) <input type="checkbox"/> Certificate of incorporation. <input type="checkbox"/> Memorandum of Association. <input type="checkbox"/> Articles of Association. <input type="checkbox"/> Power of Attorney granted to its managers, officers or employees to transact business on its behalf. <input type="checkbox"/> Copy of telephone bill.
Partnership firm	Verification	<ul style="list-style-type: none"> • Legal name • Permanent address, in full, complete and correct. • Name of all partners and their addresses, in full complete and correct. • Telephone, fax number, e-mail address of the firm and partners.
	Documents (all docs require)	<ul style="list-style-type: none"> <input type="checkbox"/> IEC No. <input type="checkbox"/> PAN card <input type="checkbox"/> GSTregistration (if registered with GST) <input type="checkbox"/> Registration certificate, if registered. <input type="checkbox"/> Partnership deed. <input type="checkbox"/> Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf. <input type="checkbox"/> Any officially valid document identifying the partners and the person holding the Power of Attorney and their addresses. <input type="checkbox"/> Telephone bill in the name of firm/ partners.
Trusts, Foundation	Verification	<ul style="list-style-type: none"> • Name of trustees, settlers, beneficiaries and signatories. • Name and address of the founder, the managers, Directors and the beneficiaries, in full, complete and correct. • Telephone and fax number, e-mail address of the trust, founder and trustees.
	Documents (all docs require)	<ul style="list-style-type: none"> <input type="checkbox"/> IEC No. <input type="checkbox"/> PAN card <input type="checkbox"/> GSTregistration (if registered with GST) <input type="checkbox"/> Certificate of Registration, if registered. <input type="checkbox"/> Power of Attorney granted to transact business on its behalf. <input type="checkbox"/> Any officially valid document to identify the trustees, settlers, beneficiaries and those holding the Power of Attorney, founders/ managers/ directors and their addresses.

KYC Verification Form

1.	a) Has the website been checked?	YES / NO
	b) Has the IEC has been checked with online DGFT site?	YES / NO
	c) Has the address / ID proof been checked?	YES / NO
	d) Does the documents /details tally with the information?	YES / NO
2.	Have we visited the office? (Please mention the person visited). Person:	YES / NO
3.	Did we approach them or they approached us?	
4.	Did we check with the current CB	YES / NO / Not Applicable
5.	Remarks / Notes	

Other details for Vendor Creation

6.	Agreed Payment Terms – days	
7.	Approved Credit Limit - INR	

Approved by

Signature

Date : / /