

Dtd.

The Dy. Commissioner of Customs,
Export Dept,
Jawahar Custom House,
Nhava Sheva

Dear Sir,

Sub: First Export under IEC No.

With reference to the above, we are enclosing herewith the following documents as per the Public Notice No. 59/2009 for the purpose of 1st Export procedure.

- 1. IEC Copy duly attested**
- 2. Copy of Certificate of Registration**
- 3. Certificate from the Bank regarding the maintaining of the current account with your photo ID**
- 4. Proof of Payment /Remittance to the foreign supplier should be matched with import invoice**
- 5. Balance Sheet of the previous financial year**
- 6. Copy of last Income Tax Return filed**
- 7. PAN CARD Copy duly attested**
- 8. Copy of Aadharcard(if it is proprietary firm).**
- 9. GST Certificate**
- 10. GSTR – 3 B Return**
- 11. Factory License/ MSME Registration Certificate.**
- 12. Company Incorporation Certificate along with article of association/ Memorandum of Association (MoA)**
- 13. KYC of your company on your letter Head.**
- 14. Latest Electricity Bill/Telephone Bill in the name of Company.**
- 15. Authority Letter in our favor.**

We hereby ,authorized to our regular CHA M/s. Trans Sea Services Pvt. Ltd. 174-180, Kusum Vijay House, 2nd floor, Room No. 6, Modi St., Fort, Mumbai – 400 001 to do the necessary formalities for the same on our behalf.

Hope you will allow them to do the same.

Thanking you,

Yours faithfully.
for

Authorized Signatory
Encl: As above.