

Dear Sir/Madam,

Please find attached **KYC** format and authority letter fyr.

Please see the following documents to be self attested with your company seal forwarded along with the KYC

1. ORIGINAL KYC (FORMAT ATTACHED BELOW) ON YOUR LETTER HEAD DULY SEALED AND SIGNED AND SIGNATURE TO BE VERIFIED FROM THE BANK.
2. COMPANY PAN CARD COPY SELF ATTESTED
3. GST COPY SELF ATTESTED
4. AADHAR CARD COPY/DIRECTOR/PARTNER/ PROPREITOR SELF ATTESTED
5. COMPANY ELECTRICITY BILL/OFFICE RENT AGREEMENT
6. AUTHORITY LETTER ON YOUR LETTER HEAD IN OUR FAVOUR
7. IEC COPY SELF ATTESTED
8. FACTORY LICENSE/MSME/RCMC/GUMASTA LICENSE/SHOP AND ESTABLISHMENT LICENSE (ANY 1 SELF ATTESTED).
9. INCORPORATION CERTIFICATE/PARTNERSHIP DEED

Please forward the above documents along with the KYC at the earliest.

Also please note that these documents are required every year or if there is any change in our constitution or business premises address etc.

Hope you will do the needful accordingly.

Dy. Commissioner Customs,

NhavaSheva

KYC FORMAT

1	Name of the Company	
2	Year of Establishment	
3	Complete Address	
	Phone No	
	Email id	
4	Company Type	
5	PAN No	
6	GST No	
7	Details of Owners/ Partners	
8	IEC/ CHA License / MTO License Copy	
9	Name & Contact of Person interacting on day to day basis for business.	
	Phone No./Mobile No.	
	Email id	
10	Documents Enclosed	Any One document from each Categories
	Address proof	Copy of ShopsEst license / Telephone bill /Electricity bill/ Office Rent agreement.
	Identity proof	Passport copy / PAN card/ Driving license, Election ID Card
	Business Proof	Copy of IEC / Partnership Deed /Incorporation certificate / MOA & AOA / GST Registration Copy

I / We hereby declare that the above stated information is true and correct and will be liable for any omission, incorrect, incomplete or misdeclaration herein above. We undertake to keep your office informed of any changes to the above details and re-submit the relevant documents along with revised KYC Form.

Thanking You

Yours Faithfully

Cc to: TRANS SEA SERVICES PVT LTD
MUMBAI