( on company letter )

Ref no :- Dt:-

To,

The Asst. /Dy. Commissioner of Customs,

E.D.I. Section,

Air cargo Complex, Sahar,

Mumbai, Maharashtra 400 099

Sub: - Documents submitted for first time Export at Air cargo Complex, Sahar,

 As per 112/2017 Dt – 31/08/2017

Respected Sir,

We xxxxxxxxxxxxxxxxxxxxxxxx Regd Add . Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx IEC No xxxxxxxxxxxxx. We are submitting the following document for first time import . As per the above public notice.

1. Self Certified copy of Certificate of Import / Export Code ( IEC )
2. Self Certified copy of GSTIN Copy ( self Certified )
3. Authority letter to Customs Broker
4. Certificate from the Bank with Bank Account details is being maintained by the importer certifying the details of the importer.
5. LC copy & PO copy
6. Copy of Director , with Adahar Card & Pass port , Pan Card along with Articles & Memorandum of Association of Company with incorporation certificate
7. Copy of the last income Tax Return
8. Copy of Board Resolution for the Authorized Signatory.

For XYZ

Authorized Signatory

Name

Designation DIRECTOR