



➤ IEC Code is unique 10 digit code issued by DGFT – Director General of Foreign Trade, Ministry of Commerce, Government of India to Indian Companies and Individuals to enable them carry International Trade

Incorpway

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An Individual or a Company who wants to do international business can get an IEC. Individuals can use either the name of their proprietorship firm or their name directly to apply for IEC

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HOW TO GET IEC?

An application for grant of IEC has to be made along with supporting documents. The application should be made by Registered office only (in case a company has multiple branches) to the DGFT office under whose jurisdiction the registered office of the applicant comes. IEC is applicable to across the company & there is no need of separate registration branch wise



DOCUMENTS NEEDED FOR IEC

Application form in specified format (Form ANF 2A) to be filled.

DETAILS OF THE COMPANY

- ➤ Name of the Company
- ➤ Address of registered office of the company
- Address of all the branch offices/ divisions/ factories/units of the company
- > Telephone number
- > Email address of the company

DETAILS ABOUT PROMOTERS

- Name of all the Directors/Partners/Karta/ Trustee/ Proprietor (as the case may be for the applicant company. e.g. For Pvt. Ltd. Co. its Directors, for LLPs its partners etc.)
- > Fathers name of each promoter
- > Residential Address of each promoter relable
- ➤ Contact Phone number of each promoter
- > Type of Exporter
- ➤ Merchant/ Manufacturer/ Service Provider/ Combination of any of



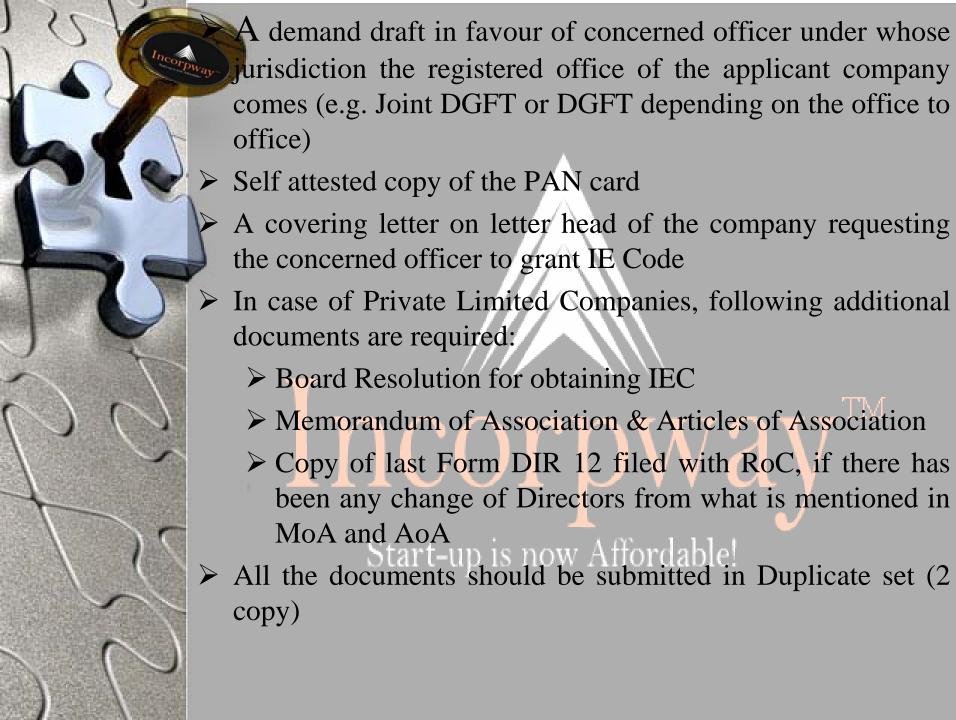
BANK ACCOUNT DETAILS OF THE COMPANY

- Name of the bank
- ➤ Address of the bank
- > Type of account held (current account/ savings account etc.)
- > Account number
- > Year of opening account

PAN DETAILS

- > PAN Number
- ➤ Issuing Authority (Income Tax Department)
- A certificate from your banker in specified format. The certificate should also attest the photograph of 1 of the promoter. TM
- 2 Passport size photograph of 1 of the promoters

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Self addressed envelope (size 40 x 15 cm) with postal stamp affixed on it for despatch of IEC via speed post by the Department. Postal stamp value:

- For local area Rs.20/-
- ➤ Up to 200Kms Rs.25/-
- > 200 to 1000Kms Rs.30/-
- ➤ More than 1000Kms Rs.50/-

All the documents along with self addressed envelope should be put in a file and then submitted either in person at the concerned office or be sent via post to the concerned office.

> PLEASE NOTE THAT IEC APPLICATION REQUIRES STRICT DOCUMENTATION AND ANY LAPSES IN THE SAME MAKES IT LIABLE FOR REJECTION.

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Professional Fees for Import Export Code (IEC) Application @ Rs. 999



For Further Information Please Visit

www.incorpway.com

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