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**IMPORT EXPORT
CODE**

WHAT IS IEC?

- 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



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WHO CAN GET IEC?

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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

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
- Contact Phone number of each promoter
- Type of Exporter
- Merchant/ Manufacturer/ Service Provider/ Combination of any of these



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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- A demand draft in favour of concerned officer under whose jurisdiction the registered office of the applicant company comes (e.g. Joint DGFT or DGFT depending on the office to office)
- Self attested copy of the PAN card
- A covering letter on letter head of the company requesting the concerned officer to grant IE Code
- In case of Private Limited Companies, following additional documents are required:
 - Board Resolution for obtaining IEC
 - Memorandum of Association & Articles of Association
 - Copy of last Form DIR 12 filed with RoC, if there has been any change of Directors from what is mentioned in MoA and AoA
- All the documents should be submitted in Duplicate set (2 copy)

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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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