

DOCUMENTS REQUIRED

Photo Identity Proof of Applicant * (Self Attestation and Attestation by any CA / CS / Bank Official / Notary Public / Gazetted Officer)	Class 2 Individual Class 2 Organization Class 3 Individual Class 3 Organization DGFT	<input type="checkbox"/> PAN Card <input type="checkbox"/> Passport <input type="checkbox"/> Voter ID Card	<input type="checkbox"/> Driving Licence <input type="checkbox"/> Other _____ No. _____
Address Proof of Applicant (Self Attestation and Attestation by any CA / CS / Bank Official / Notary Public / Gazetted Officer)	Class 2 Individual Class 2 Organization Class 3 Individual Class 3 Organization DGFT	<input type="checkbox"/> Ration card <input type="checkbox"/> Passport <input type="checkbox"/> Voter ID Card	<input type="checkbox"/> Driving Licence <input type="checkbox"/> Other _____ No. _____
Latest Photograph (Self Attestation and Attestation by any CA / CS / Bank Official / Notary Public / Gazetted Officer)	Class 2 Individual Class 2 Organization Class 3 Individual Class 3 Organization DGFT	Colour Passport Size Photograph should be Affixed with Attestation of Authorized Signatory or Banker in Case of Class 2 & 3 with Organization, DGFT and Self Attestation in case of Class 2 & 3 Individual.	
Establishment Proof (Self Attestation and Attestation by any CA / CS / Bank Official / Notary Public / Gazetted Officer)	Class 2 Organization Class 3 Organization DGFT	<input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Memorandum & Article of Association <input type="checkbox"/> Registered Partnership Deed <input type="checkbox"/> Valid Business Licence	
Financial Proof (Self Attestation and Attestation by any CA / CS / Bank Official / Notary Public / Gazetted Officer)	Class 2 Organization Class 3 Organization DGFT	<input type="checkbox"/> Annual Report <input type="checkbox"/> Income Tax Return <input type="checkbox"/> Bank Details <input type="checkbox"/> Statement of Income	
Signature Verification Letter	Class 3 Individual Class 2 Organization Class 3 Organization DGFT	Must be Duly Completed and Signed by Both Authorized Signatory and Bank Official.	
Import Export Code	DGFT	Copy Of Import Export Code is must.	
Applicant Declaration Form	Class 2 Individual Class 2 Organization Class 3 Individual Class 3 Organization DGFT	Must be Duly Completed and Signed by Both Applicant and Proposer.	
Letter of Employment	Class 2 Organization Class 3 Organization	Must be Duly Completed and Signed by Authorized Signatory.	

* 2 Identity Proofs Required in case of Class 3 Individual, Class 3 Organization and DGFT.