**LIST OF DOCUMENTS REQUIRED FOR ISSUANCE & AMENDMENT IN IMPORTER EXPORTER CODE**

* **Cancelled cheque of account bearing Preprinted name of the company & account number**
* Copy of company Pan card duly self-attested(If available)
* Copy of Pan card of each Director duly self-attested
* Copy of ID AND ADDRESS PROOF of all directors duly self-attested
* Mobile No of all directors & email ID of company **(mandatory)**
* Copy of GST CERTIFICATE
* Certificate of incorporation/Partnership deed (If available)
* Rent deed/Sale Deed/Lease deed & electricity Bill copy reg. address proof of company
* If Branch address required to be mentioned in IEC, copy Rent deed/Sale Deed/Lease deed & Electricity Bill copy reg. address proof of company
* Copy of Udyam Aadhar/IEM in case of manufacturing
* Bank Letter In Case Of Cancel Cheque Not Available
* Dgft User Id & Password (If available)

**LIST OF DOCUMENTS REQUIRED FOR EPCG AUTHORISATION**

* Photocopy of IEC + Valid RCMC(Export Promotion Councils) duly self-attested
* Photocopy of Self attested SSI/IEM/SIA/MSME registration certificate as proof of Manufacturer
* Photocopy of Performa invoice of import items duly self-attested
* C.A. Certificate reg. export performance/foreign exchange earnings for the

Last three years even in case of NIL as per Appendix 5B –format given

In download link of website

* Original Chartered Engineer Certificate as per Appendix 5A   reg. end use

and justification of machine to be imported-

* Digitally certificate(E token) of DGFT for submit the file through digitally mode
* Detail of total Duty levied on import of machine-i. e. duty %
* ITC H.S. Code of machinery to be import-please arrange and confirm from Import CHA
* Blank Letter Head (10)
* Detail of Previous EPCG License obtained and Export obligation status-if any
* Cash towards Application fee for EPCG @ Rs. 1.00/1000/- of duty saved amount- for EFT (Electronic Fund Transfer)
* Port of Registration (for the purpose of import)
* Address of unit/Branch where machinery to be imported will be install
* Photocopy of Catalogue/Drawing of the machine
* Consent letter from supplier if the goods to be procured indigenously
* BG/LUT required if the goods to be procured indigenously
* Details of pending EPCG license with license copy
* For import of spare parts, please arrange previous obtain EPCG license with
* bill of entry copy or installation certificate
* Photocopy of Excise Certificate, if available
* Address of the jurisdictional Central Excise Authority under whom the
* proposed CG is to be installed
* Copy of Valid RCMC issued by Services Export Promotion Council duly self-attested-In case of Service Provider
* Photocopy of Self attested certificate reg. permission for hospital setup. – In Case of Service Provider

**DOCUMENTS REQUIRED FOR GRANT OF ADVANCE AUTHORISATION**

1. Sr. No. of Standard Input-Output Norms if fixed.

2. ALC/ZALC file number (if adhoc norms fixed).

3. Copy of export order

4. Total FOB of value of exports.

5. Total CIF value of Imports along with Total Basic Duty for which exemption is asked for, Rate of

Basic Duty and Proposed Country of Imports.

6. Port Registration for the purpose of import.

7. Process of manufacturing & Flow Chart.

8. Technical Characteristics, quality and total of resultant product to be supplied

9. Details of items sought for import giving technical characteristics, ITCHS code, qty. required per unit of resultant product, purpose of requirement, wastages (Recoverable and irrecoverable).

10. Details of other material to be used in resultant product and sought to be procured from source other than the authorization.

11. Details of authorisation obtained earlier.

12. Chartered Accountant Certificate.

13. Chartered Engineer Certificate.

14. Digital Signature & application fees vide Electronic Fund Transfer.

**GENERAL DOCUMENT**

Self-certified copy of IEC, RCMC.

Name and Address of the manufacturer/supporting/co-manufacturer (Certificate).

Details of outstanding export obligations against duty free licenses issued.

Unit Registration Certificate.

Detail of Bankers, Account Number.

Name & Residential Address of Directors.

Resolution in favour of authorized signatory

**DETAILS/DOCUMENTS REQUIRED FOR FIXATION/MODIFICATIONS OF STANDARD**

**INPUT-OUTPUT NORMS**

1. Resultant Product for which norms are to be fixed

2. Details of items required for manufacture of one unit of export product (Imported and Indigenous) mentioning Import item required, purpose of requirement, wastage claimed, recoverable wastage and customs duty leviable.

3. Production and consumption data of the manufacturer/supporting manufacturer of preceding three licensing years duly certified by the chartered accountant.

4. Details of earlier licenses obtained for the resultant product.