**DOCUMENTS FOR FIRST TIME EXPORT REGISTRATION**

If shipper has never done a commercial shipment then the 1st time export documents as below are required.

If shipper had done a commercial shipment earlier but changing his bank details then the 1st time export process is not required (only AD code and IFSC registration documents are required)

* CHA LETTER (Authorizing representative along with verification of shipper) – Format below
* Letter from Shipper (Authorizing CHA & Request Letter) – format below
* IEC, PAN CARD and GST CERTIFICATE Copy (self-attested)
* Bank letter mentioning Shipper name, address, account #, Account opening date and the AD code
* Bank statement for 3 months if account number mentioned above is not 3 months old.
* ITR for the latest Assessing year of company
* Latest Balance sheet copy (self attested)

**FORMAT OF LETTER CHA LETTER**

**Needed on Shipper letter head with stamp and sign**

Date:

To

**The Dy Comissioner of Customs**

Sahar Air Cargo Complex

Mumbai

**Subject: Request letter for custom clearance / Fist time Export custom formalities**

Dear Sir / Madam

With reference to the above mentioned subject, we hereby appoint M/s. Wishwa Naveen Traders – CHA NO ADIPD0504D as our custom clearing agent for our export shipment through MUMBAI SAHAR AIR CARGO COMPLEX to do custom clearance and formalities for the 1st time Export shipment

Thanking you

Yours Faithfully

**For\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Stamp and Signature**

**Format of Letter from Shipper (Authorizing CHA & Request Letter)**

**Needed on Shipper letter head with stamp and sign**

Date:

To

**The Dy Comissioner of Customs**

Sahar Air Cargo Complex

Mumbai

**Subject: Authority Letter for Custom Clearance for our Export Shipments**

Dear Sir / Madam

With the reference to the above mentioned subject, We hereby appoint M/s. Wishwa Naveen Traders – CHA NO ADIPD0504D as our custom clearing Agent for our export shipment through MUMBAI SAHAR AIR CARGO COMPLEX.

We declare to the best of our knowledge and belief that we have submitted the true and correct documents and information for the clearance through the customs and that nothing has been concealed or mis declared. Upon examination of goods by the customs if the contents are found to be different from those declared, we undertake to be solely responsible and shall stand liable for any action that the department may choose to take in that regards and said CHA shall stand totally absolved of any responsibility whatever in connection with our shipments.

Thanking you

Yours faithfully

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Stamp and sign

**ON BANK LETTER HEAD**

Date:

To

**The Deputy Commissioner of Customs**

Air Cargo Complex, Sahar

Mumbai

Sir / Madam

We Certify that M/s. (shipper organization name and address )

Is maintaining a \_\_\_\_\_\_ Account # \_\_\_\_\_\_\_\_\_\_ with our Bank at \_\_\_\_\_\_\_ branch since \_\_\_\_\_\_\_\_

Photograph and Signature of (Proprietor / Partner) in the firm is attested

PHOTOGRAPH

**Stamp and sign of Bank authority person with ID number**