|  |  |  |  |
| --- | --- | --- | --- |
| Letterhead Head  **Form KYC (Know Your Customer**)  As required and mandated by Indian customs vide CBEC circulars 09/2010 and 33/2010 for identification /verification of importers/exporters for customs clearance performed on their behalf by **International City Runners (I) Pvt Ltd**. Acting as an Authorized Courier /CHAs directly or through a CHA appointed by **International City Runners (I) Pvt Ltd** on behalf of the customer. Please Attach additional sheets if required. | | | PASSPORT SIZE  PHOTOGRAPH of  INDIVIDUAL/Also attached photograph of the AUTHORIZED SIGNATORY if any |
| **1** | **Category** | Individual/ Proprietary firm  Company  Trust/foundations  Partnership Firm | |
| **2** | **Name Of the Individual including alias/**  **Proprietary firm/Partnership Firm**  **and partners/Company/Trust/Foundations** | NAME OF THE COMPANY | |
| **3** | **Permanent or Registered address of the Individual/Proprietary firm/Partnership Firm**  **and partners/Company/Trust/Foundations**  **Telephone**  **Fax number** | ANY THE BUSINESS ADDRESS IF ANY | |
| **4** | **Principle Business address/es from which business is transacted of the Individual/Proprietary firm /Company/Trust/Foundations/Partnership firm**  **Telephone**  **Fax number**  **E-mail address**  **Website** | ANY THE BUSINESS ADDRESS IF ANY | |
| **5** | **Name of authorized signatory/es for signing**  **Import/export documents including manual Air Waybills. Please provide recent passport size self attested photographs of each signatory** | AUTHROISED SIGNATORY NAME | |
| **6** | **IEC No.(Not mandatory for individuals)** | Copy Attached | |
| **7** | **PAN No.** | Copy Attached | |

I/We hereby declare that the particulars given herein above are true. Correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this form KYC are genuine and obtained legally from the respective issuing authority. In case of change in any of the aforementioned particulars, I/We undertake to notify you in writing failing which the above particulars may be relied upon including all shipments/documents executed and tendered by the individual so authorized and mentioned in 6 above. I/We hereby authorize you to submit the above particulars to the customs and other regulatory authorities on my/our behalf as may be required in order to transport and customs clear my/our shipments.

**Place Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**   **Official Seal (for all other than individuals)** **Name**

The Following documents are mandatory and one sets are required each to be self certified with company seal.

Check List

|  |  |  |
| --- | --- | --- |
| **S.No** | **Category** | **Documents Required** |
| 1 | **Individual/Proprietary firm Any two of the stated documents** | Passport No.  Voter ID Card  Driving License No./Date Of Issue  Bank Statement  Copy Of Ration Card  Aadhar Card  1 photographs of Individual/Authorized signatory |
| **2** | **Company** | Copy Of Certificate of Incorporation  Copy of MOA  Copy of telephone bill in the name of the company  IEC Certificate  PAN Copy  1 Photographs each of Authorized signatories |
| **3** | **Trust** | Certificate of registration, if registered  Power of Attorney (PoA) granted to transact business on his behalf  Any officially valid document to identify the trustees, settlers, beneficiaries and those  holding the PoA, founders/managers/directors and their addresses  Resolution of the managing body of the foundation/association  Copy of the telephone bill in the name of trust/foundation  IEC Certificate  Pan Copy  1 photographs each of Authorized signatories  Name of the trustees, settlers, beneficiaries and signatories  Name and address of the founder, the managers, Directors and the  Beneficiaries in full. Complete and correct.  Telephone and fax number e-mail address of the trust, founder and trustees |
| **4** | **Partnership Firm** | Registration certificate, if registered  Partnership deed  Power of Attorney (PoA) granted to a partner or an employee to transact  Business on its behalf  Any officially valid document identifying the partners and the person holding  the PoA and their addresses  Telephone bill in the name of firm/partners  IEC Certificate  PAN copy  1 Photographs each of Authorized signatories |

**Note**: Two Certified copies each of the above documents given in the check list to be attached except for individuals where any two self certified documents may be provided.

I/We hereby declare that the particulars and documents attached as per the checklist above are true. Correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this form KYC are genuine and obtained legally from the respective issuing authority. In case of change in any of the aforementioned particulars, I/We undertake to notify you in writing failing which the above particulars may be relied upon including all shipments/documents executed and tendered by the individual so authorized and mentioned above. I/We hereby authorize you to submit the above particulars to the customs and other regulatory authorities on my/our behalf as may be required in order to transport and customs clear my/our shipments.

**Place Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**  Official Seal (for all other than individuals) **Name**