

**Details required for Applying IE code (Import - Export code)**

**Online Application:**

**Individual:**

- ✓ Scanned copy of valid Permanent Account Number (PAN).
- ✓ Scanned or digital photograph of applicant.
- ✓ Scanned copy of Bank Certificate.
- ✓ RBI approval order copy (applicable in case of NRI only)

**Government Undertaking / Public limited / Private Limited:**

Scan copy of the following:

- ✓ Permanent Account Number Card.
- ✓ Memorandum of Association along with Certificate of Incorporation.
- ✓ Photo.
- ✓ Form 32 in case of change of Directors.
- ✓ Form 18 in case of change of Registered office-whenever applicable.
- ✓ Extract of Board of Resolution.
- ✓ Bank Certificate.
- ✓ RBI approval order copy (applicable in case of NRI only)

**Partnership Firm:**

Scan copy of the following:

- ✓ Permanent Account Number Card.
- ✓ Notarized Partnership Deed.
- ✓ No Objection Certificate from other Partners/HUF.
- ✓ Photo.
- ✓ Bank Certificate.
- ✓ RBI approval order copy (applicable in case of NRI only)

**Door No. B3/33, Block No. 59, 3<sup>rd</sup> Floor, Jeevan Bhima Nagar, Anna Nagar West (Extn),  
Near Chennai Public School, Chennai – 600 101. Mobile No: Jai - 99945 08555, Sridevi - 98841 28446.**

**Website: [www.jvsandco.com](http://www.jvsandco.com) E-mail: [jai@jvsandco.com](mailto:jai@jvsandco.com) , [sridevi@jvsandco.com](mailto:sridevi@jvsandco.com)**

**Manual Application:**

- ✓ Covering Letter on company's letter head for issue of new IEC Code Number.
- ✓ Two copies of the application form ( Aayaat Niryaat Form ANF2A)
- ✓ In Demand Draft/ Pay Order from any designated bank in favour of **Zonal Joint Director General of Foreign Trade** or Payment through EFT ( Electronic Fund Transfer by Nominated Bank by DGFT Like HDFC Bank, ICICI Bank, State Bank of India, UTI Bank, Punjab National Bank, Central Bank etc) or Application fee can deposited by TR6 Challan with Duplicate Copy in any branch of Central Bank of India and TR6 Challan.
- ✓ Certificate from the Banker of the applicant. (Appendix 18A – attached below)
- ✓ Self certified copy of PAN issuing letter or PAN (Permanent Account Number) Card issued by Income Tax Authority.
- ✓ Two copies of passport size photographs of the applicant duly attested by the Banker of the applicant.
- ✓ Application must be accompanied by documents as per details given below:
  - a. In case of Proprietorship firms, please furnish
    - i) Date of Birth of individual
    - ii) Number of IECs held along with their details
  - b. In case of Companies, please furnish
    - i) Extract of Board of Resolution.
    - ii) MOA with Form 32 and ROC in case of change in Directors.
  - c. In case of others
    - i) Notorised Partnership Deed showing date of formation.
    - ii) No Objection Certificate from other partners/HUF.

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**APPENDIX 18 A**

**FORMAT OF BANK CERTIFICATE FOR ISSUE OF IEC**

(To be issued on the official letter head of the Bank)

Ref No. ....

To

.....  
.....  
.....

(Name and address of the licensing authority)

Sir/ Madam,

We certify that M/s..... (Name and Address of the applicant)  
are maintaining a Savings Bank Account / Current Account (tick whichever is applicable) No.  
..... with us since .....

.....

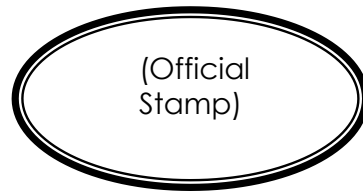
(Signature of the Banker)

Name .....

Designation .....

Date: .....

Place: .....



**FORMAT OF APPROVAL OF BOARD RESOLUTION FOR  
APPLYING IE CODE**

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE  
BOARD OF DIRECTORS OF (NAME OF THE COMPANY) HELD AT THE REGISTERED  
OFFICE OF THE COMPANY AT (ADDRESS) ON (DATE) AT (TIME)**

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The Chairman informed the Board that the company needs to apply for import –Export Code number with the respective authority. He further informed that for this purpose it is necessary to authorize (Name of the person(s) authorized) of the company who will sign and execute the necessary paper required for the above purpose. The board considered the same and passed the following resolution:

**“RESOLVED THAT** (Name of the person(s) authorized) director be and is hereby authorised to apply for Importer-Exporter Code Number to the Joint Director of Foreign Trade (DGFT) and to do all such acts, deeds and things and to sign all such papers and documents as may be necessary in this connection.”