

## INSTRUCTIONS FOR AD CODE REGISTRATION

AD CODE & IFSC letter (on the Banker's **Original** letter head) – Format Attached - attested by Bank with round & authorized signatory stamp & sign with ID no & name & designation., Account running satisfactory word must require on the ad code letter

BANK ACCOUNT REGISTRATION FORM (on the shipper's letter head) – Format Attached – duly attested by shipper as well as Bank authorized signatory stamp & sign with ID no & name & designation.

Request letter as well as Authorisation letter (on the shipper's letter head) -Format attached stamp & sign with name & designation.

### Supporting Documents

IEC , GST , PAN & ELECTRICITY / TEL BILL - self attested – 1 copy

3 yrs IT return acknowledgement copy only – self attested- 1 copy

Bank account statement of last six months with stamp and attested by bank

2 Blank letter head

Signing authority Aadhar Card / Votor Card / Driving Lic / Passport

### In case of Partnership Firm

Partnership deed self attested

All Partners PAN & ID Proofs

### In case of Company

MOA , AOA & CIN Copy

All Directors PAN & ID Proofs

Important :

- 1) It is very necessary the bank stamp , bank manager sign , bank manager full name and his batch code at the time of attestation
- 2) company seal on Bank A/c. registration form , if company seal not available pls then round stamp require
- 3) in case of Airport , TKD & PPG Delhi prop. / all partners / all directors ,,PAN , ID Proof , IEC Copy & Firm or Company PAN card original must require for verification

## **Heed Logistics India Private Limited**

Forwarding \* Shipping \* Custom Clearance \* Warehousing \* Transportation \* Licensing  
Kolkata / Mumbai / Mundra / Ahmedabad / Delhi / Ludhiana / Jalandhar / Amritsar

+91-98729-19461 [mehta@heedlogistics.com](mailto:mehta@heedlogistics.com) [www.heedlogistics.com](http://www.heedlogistics.com)