

All copies must be self attested except originals

## **INSTRUCTIONS OF IMPORT ← DOCUMENTS for Customs Clearance**

Original Invoice & Packing list

Certificate of origin

BL (ENDORSED)

Basic Customs documents (format attached)

2 blank letter head

Catalog , End use of product & Import for own use / resale

Freight Certificate in case of FOB shipment

Insurance Certificate if any

In case of first time shipment with us

Previous bill of entry copy / ad code number & KYC compulsory

\*If shipment under EPCG License , please provide original EPCG License copy

\*If any other duty exemption cert. / Notification must share before filling BE

\*Model Number must be same on all documents as well as product

\*Second hand machinery must require chartered Engineer cert.

Note: Please be informed, As per new amendment in Section 46 & 47 of Customs Act, 1962 all Bill of Entry have to be filed in Customs within 24 hrs. of Flight/Vessel arrival in to India. Any shipment not filed within stipulated timelines will be subject to payment of penalty @ of Rs.5000/- per day (initial 3 days), Rs. 10,000/- per day (4th day onwards).In this regard, we request you to provide requisite documents to avoid any fine and penalties for late filing charges. As per amendment in section 47 applicable duty have to be paid within 24 hrs. of filing of Bill of entry else 15% (per annum) interest will be charged

Also note, we have to received final pre alert docs in Air shpt before 1 day of shpt arrival at destination MUMBAI airport for destination IGM filing, if it has not get filed before shpt arrival & within inward updated in stipulated timelines will be subject to payment of penalty @ of Rs.1000/-received & Sundry Expense up to Rs. 5000 (i.e .USD 80 approx) in case of Sea we require final pre alert docs before 10 days of shpt arrival

## **Heed Logistics India Private Limited**

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

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**Required Documents for First Time Import registration – If already registered then skip this list and provide Previous BOE & Customs 1<sup>st</sup> time import registered file no.**

1. Copy of GST Registration Certificate (Self Attested)
2. Authorization from the Bank with whom the Bank account is being maintained by the importer certifying the signatures, name and address of the importer.
3. Proof of payment / remittance through the importer's account. (Self-Attested)
4. Balance sheet of the previous year. (Self-Attested)
5. Copy of the last Income Tax Return / Vat or Sales Tax Return filed. (Self-attested)
6. Import Export Code copy (Self Attested)
7. Company Pan Card (Self Attested)
8. Authority Letter to CHA for First Time Registration

**9. CATEGORY-I**

- (i) In case of Proprietorship Firm: Copy of Aadhar or Passport of the Proprietor;
- (ii) In case of Partnership Firm : Copy of Aadhar or Passport of the all the Partners and copy of Partnership Deed [A **partnership deed**, also known as a **partnership** agreement, is a document that outlines in detail the rights and responsibilities of all parties to a business operation]; or
- (iii) In case of Limited Liability Partnership: Copy of Aadhar or Passport of the designated partners + Certificate of Registration issued by Registrar + LLP Agreement (Charter denotes its scope of operation).;
- (iv) In case of Company: Copy of Aadhar or Passport of the present Managing Director / any other Director+Certificate of Registration issued by Registrar +Memorandum and Articles of Association (Charter of the Company which defines its scope of operation);

**CATEGORY-II**

- (i) A copy of Income Tax Return/VAT or Sale Tax Return / GST Return filed for the previous / current year / month, as the case may be; or
- (ii) Certificate from the Bank, with whom the Bank Account is being maintained for the purpose of remittance of foreign exchange to the effect that account is being maintained satisfactorily

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