



CARGO PLUS

KNOW YOUR CUSTOMER (KYC) FORM

Category (Tick one below):

- Individual/Proprietary Firm
 Company
 Trusts/Foundations
 Partnership Firm

Name of the individual including alias/ Proprietary/ Firm/ Company/ Trusts/ Foundations/ Partnership Firm (Name of all Partners):

Permanent or Registered Address of the Individual/ Proprietary firm/ Partnership firm and Partners/ Company/ Trusts/ Foundations:

Telephone:

Principal Business address/es from which business is transacted of the Individual/ Proprietary firm/ Company/ Trusts/ Foundations/ Partnership firm

Telephone:

Fax Number:

Email Address:

Website:

Name of Authorised Signatory/ies for signing Export / Import Documents including manual Air waybills. (Please Provide recent passport Size self-attested photographs of each signatory)

Name of the Person: Designation:

Name of the Person: Designation:

Name of the Person: Designation:

Name of the Person: Designation:

I.E.C Number (Not mandatory for Individuals):

PAN Number:

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 any 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. 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, freight forward and customs clear my/our shipments.

Place:

Signature:

Official Seal (For all other than Individuals):

Date:

Name:

CHECKLIST

The Following Documents are mandatory and two sets are required each to be self-certified with company seal.

Individual/ Proprietary firm (Any two of the stated documents)

- Passport Number
- Voter ID Card
- Driving License Number and Date of Issue
- Bank Statement
- Copy of Ration card
- 2 Photographs of Individual/ Authorized Signatory (Mandatory)

Company

- Copy of Certificate of Incorporation
- Copy of Memorandum of Association
- Copy of Articles of Association
- Power of Attorney granted to its managers, officers or employees to transact business on its behalf
- Copy of telephone bill in the name of the company
- IEC Certificate
- PAN Copy
- 2 Photographs each of Authorized Signatories

Trusts/ Foundation

- Certificate of registration. If registered
- Power of Attorney (PoA) granted to transact business on its behalf
- Any officially valid document to identify 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 telephone bill in the name of the trust/foundation
- IEC Certificate
- PAN Copy
- 2 Photographs each of Authorized signatories
- Name of trustees, settlers, beneficiaries and signatories
- Name of address of the founder, the managers, directors and the beneficiaries, in full, complete and correct form
- Telephone and Fax Number, E-mail Address of the trust, founder and trustees

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 to identifying the partners and the person holding the PoA and their addresses
- Telephone bill in the Name of firm/ partners
- IEC Certificate
- PAN Copy
- 2 Photographs each of the Authorized Signatories

Note: Two certified copies each of the above documents given in the check list to be attached except for the 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 any 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, freight forward and customs clear my/our shipments.

Place:

Signature:

Official Seal (For all other than Individuals):

Date:

Name: