Ajay Logistics Private Limited

Licensed Customs Broker · AABCA0108KCH001 (11/0734) · AEO LO · since 1989
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Export clearance checklist

Documents we need to file your Shipping Bill on ICEGATE. Tick as you collect them.

- [ ] **Commercial invoices (9 copies)**
  Signed and stamped. AD code, IEC and GST particulars on the invoice.
- [ ] **Packing list (9 copies)**
  Net and gross weights, dimensions, marks and numbers.
- [ ] **Copy of Letter of Credit (L/C), purchase order or contract**
  Whichever governs the sale.
- [ ] **Relevant correspondence related to the export shipment**
  Where terms were changed after the PO.
- [ ] **Export declarations**
  We provide the formats; you sign.
- [ ] **GR Form (2 copies), properly filled, signed and stamped**
  Or the bank-stamped SDF equivalent.
- [ ] **Freight certificate, signed and stamped**
  From the forwarder or carrier.
- [ ] **Permanent Account Number (PAN)**
  Of the exporting company.
- [ ] **Importer Exporter Code (IEC) issued by DGFT**
  Must match the invoice.
- [ ] **Forwarding instructions (as per prescribed format)**
  We provide the format.
- [ ] **EIA certificate / quota certificate, wherever applicable**
  Product-specific.

ALSO NEEDED IN SOME CASES

- DEEC / DEPB / Advance Authorisation shipments: licence copy and DEEC book
- Duty Drawback claims: drawback declaration and bank account details on ICEGATE
- EPCG obligation shipments: EPCG licence copy
- Port-specific: some ports (e.g. Mumbai) ask for additional declarations

After LEO we handle EDPMS bank tagging and the data flow for your GST refund.