Ajay Logistics Private Limited

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

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

- [ ] **Importer Exporter Code (IEC)**
  Issued by DGFT. Must match the name on the invoice.
- [ ] **Permanent Account Number (PAN)**
  Of the importing company.
- [ ] **Signed commercial invoice and packing list**
  Original, signed and stamped by the supplier. Values, HS codes, weights, marks.
- [ ] **Bill of Lading / Airway Bill**
  Original or telex-released; endorsed to the importer.
- [ ] **Insurance certificate or policy**
  If terms are not CIF, a declaration of insurance.
- [ ] **Certificate of origin and product literature**
  Needed for FTA benefit claims and classification.
- [ ] **Purchase order or order confirmation**
  Supports the declared value.
- [ ] **Import licence / CCP with transfer or authorisation letter**
  Only where the item is restricted.
- [ ] **Importer's declaration and GATT valuation declaration**
  We provide the formats; you sign.
- [ ] **Declaration of no commission and packaging declaration**
  We provide the formats; you sign.
- [ ] **Freight memo and bank freight certificate**
  Where freight is paid separately.

ALSO NEEDED IN SOME CASES

- Metal scrap: Pre-Shipment Inspection Certificate (PSIC) from an approved agency, radiation certificate
- Plastics and polymers: BIS registration / exemption, EPR registration where applicable
- Chemicals: MSDS, CRCS, hazardous cargo declaration
- Second-hand machinery: Chartered Engineer certificate, EPCG licence if claimed
- Bonded warehouse clearance or specific bank authorisations: additional bank documents

Keep originals safe: customs can call for them up to 5 years after clearance.