KYC documents for Customs Broker

Under CBIC's Know Your Customer norms for Customs Brokers (Circular 09/2010-Customs as amended), we must verify the identity and address of every client before filing. Please provide self-attested copies of the documents for your category of entity. Two documents from the list establish identity and address; originals may be asked for verification.

A. Company (Private / Public Limited)

Identity & existence	Certificate of Incorporation; Memorandum & Articles of Association; PAN of the company
Address	GST registration certificate; latest telephone / electricity bill or bank statement in the company name
Authorised person	Board resolution / power of attorney in favour of the signatory; PAN and Aadhaar (or passport) of the signatory
Customs	IEC certificate; AD Code letter from bank (for exports); copy of cancelled cheque

B. Partnership firm / LLP

Identity & existence	Registration certificate (if registered); partnership deed / LLP agreement; PAN of the firm
Address	GST registration certificate; telephone / electricity bill or bank statement in the firm name
Partners	PAN and Aadhaar / passport of the managing partner(s) and of the signatory; authority letter signed by all partners
Customs	IEC certificate; AD Code letter; cancelled cheque

C. Proprietorship

Identity	PAN and Aadhaar / passport / voter ID / driving licence of the proprietor
Existence & address	GST registration or Shop & Establishment / Udyam registration; telephone / electricity bill or bank statement in the firm's name
Customs	IEC certificate; AD Code letter; cancelled cheque

D. Trust / society / individual

Identity	Registration certificate / trust deed, or for individuals PAN and Aadhaar / passport
Address	Latest utility bill or bank statement; GST registration where applicable

Authorised person	Resolution / authority letter and ID of the signatory

Also required from every client

- Customs Broker authorisation letter (our format) on letterhead
- Specimen signatures of the authorised signatories, attested
- Declaration that the goods are not prohibited and that the declared value is the transaction value
- For first-time importers: a brief note on the nature of business and expected cargo

All copies to be self-attested with name, designation, date and company stamp. We keep KYC records for the period prescribed under the Customs Act and treat them as confidential (see our privacy policy at www.ajaylogistics.com/privacy.html).