



**M/s PRANJAL JOSHI & CO**  
**CHARTERED ACCOUNTANTS**

Office No. 9, Suvan Apartments, Opp. Jog High School, HDFC Bank Building, Mayur Colony, Kothrud,  
Pune – 411 038. Tel – 020 – 25 43 02 76, Mob: 98500 35736, [pranjal@capranjaljoshi.com](mailto:pranjal@capranjaljoshi.com)

**Documents required for Obtaining IEC Code (Import Export Code)**

**In case of New e-IEC**

- 1) Digital Photograph (3x3cms) of the Signatory Applicant
- 2) Copy of PAN card
- 3) Bank Certificate or cancelled cheque bearing the applicant entities name)
- 4) Uploading the documents –

Sr No	Nature of Constitution	Documents Required
01	Proprietorship	<ul style="list-style-type: none"><li>• Digital Photograph (3x3cms) of the Proprietor.</li><li>• Copy of PAN card of the Proprietor.</li><li>• Copy of Passport (first &amp; last page)/Voter's I-Card/ Driving Licence/UID (Aadhar card) (any one of these).</li><li>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.</li><li>• Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing preprinted name of applicant and A/C No.</li></ul>
02	Partnership firm	<ul style="list-style-type: none"><li>• Digital Photograph (3x3cms) of the Managing Partner.</li><li>• Copy of PAN card of the applicant entity.</li><li>• Copy of Passport (first &amp; last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/PAN (any one of these) of the Managing Partner signing the application.</li><li>• Copy of Partnership Deed.</li><li>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.</li><li>• Bank Certificate as per ANF 2A (I)/Cancelled Cheque bearing preprinted name of the applicant entity and A/C No.</li></ul>
03	LLP, Private Limited Company Section 25 Company	<ul style="list-style-type: none"><li>• Digital Photograph (3x3cms) of the Designated Partner/Director of the Company signing the application.</li><li>• Copy of PAN card of the applicant entity.</li><li>• Copy of Passport (first &amp; last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Managing Partner/Director signing the application.</li><li>• Certificate of incorporation as issued by the RoC</li><li>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity/telephone bill.</li><li>• Bank Certificate as per ANF 2 A(I)/Cancelled Cheque</li></ul>



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		bearing preprinted name of the company and A/C No .
04	Registered Society Trust	<ul style="list-style-type: none"><li>• Digital Photograph (3x3cms) of the signatory applicant/Secretary or Chief Executive.</li><li>• Copy of PAN card of the applicant entity.</li><li>• Copy of Passport (first &amp; last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Secretary or Chief Executive/ Managing Trustee signing the application.</li><li>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.</li><li>• Registration Certificate of the Society / Copy of the Trust Deed</li><li>• Bank Certificate as per ANF 2A(I)/Cancelled Cheque bearing preprinted name of the Registered Society or Trust and A/C No.</li></ul>
05	HUF	<ul style="list-style-type: none"><li>• Digital Photograph (3x3cms) of the Karta.</li><li>• Copy of PAN card of the Karta.</li><li>• Copy of Passport (first &amp; last page)/Voter's I-Card/ UID (Aadhar card)/ Driving Licence (any one of these) of the Karta.</li><li>• Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased or latest electricity /telephone bill.</li><li>• Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing preprinted name of applicant and A/C No.</li></ul>