

DOCUMENT LIST

Particulars	List of Minimum documents
General Documents for Import (advance/direct/MTT/Deemed)	1. Customer IEC issue by DGFT
	2. Permissibility of Imports under FTP (OGL declaration or license copy incase of license goods)
	3. Applicability of the Legal Entity Identifier as per applicable regulatory thresholds
Import Advance payment (Goods/Service)	1. Customer request letter (with relevant FEMA declarations)
	2. Purchase Order / copy of agreement / proforma invoice
	3. Expected date of Import
	4. Incase of software/service/drawing import- CA Certificate
	5. Form 145-146 (applicable for services)
	6. Any additional document depending on the underlying - e.g. in-principal approval from Ministry of Civil Aviation / Director General of Civil Aviation / other such agency for import of aircraft.
Documents to be submitted as evidence of Import of goods/service	For Goods
	1. Invoice
	2. Transport documents
	3. Bill of entry details/copy
	For Services
	1. Invoice
Import Direct remittances	2. Declaration Form/Services import details
	For Goods
	1. Customer Request Letter including FEMA declaration.
	2. Commercial Invoice
	3. Transport Document (Bill of Lading/Air Waybill/Rail Receipt etc.)
	4. Bill of Entry Copy/Details
	For Services
	1. Customer request letter including FEMA declaration
	2. Invoice / Contract



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	3. Declaration Form/Services import details
Third-Party Imports	1. Customer Request Letter
	2. Invoice / Purchase Order / Bill of entry mentioning details of 3rd party OR
	3. Tri-partite agreement/contract
Bill of entry/ORM Extension of time	1. Customer request letter / declaration seeking extension of time with specific reason with the underlying /invoice/Bill of Entry reference.
Write-off / reduction	1. For BOE closure Upto INR 10 lakh or FCY equivalent - customer declaration with reason for reduction/write off to be taken for closure in IDPMS
	For BOE closure beyond INR 10 lakh or FCY equivalent -
	1. Customer request letter with rationale for write-off
	2. Certificate from Chartered Accountant indicating the rationale for write off
	*Note: - Additional documentation may be requested based on the specific reason provided by the client.
Closure of FOC cases (BOE)	1. Copy of Invoice clearly mentioning the goods as FOC
	2. Client request clearly articulating all the facts of the transaction and stating the reason for non-declaration of the FOC cases at the time of custom clearing of the goods or services
	3. Client request to Customs authorities stating that these BOE/ Invoices are FOC, and that the client is requesting the bank to close these cases as FOC, duly acknowledged (stamped) by customs
	4. Certificate from the Statutory Auditor of the company or CA in the format as per Annexure II certifying that the goods imported were Free of Cost and there are no payables outstanding in books of the company against the said invoices
	5. Confirmation from the Supplier that the goods supplied were FOC (or similar wordings) and there are no payments due against the said invoices



	1. Customer request letter (with relevant FEMA declarations)
High sea sales (HSS)	2. Invoice - Commercial and High Sea sale (as applicable)
	3. Transport documents
	4. Bill of entry details in the name of HSS buyer
	5. High sea sale agreement
MTT Transactions	1. Customer request letter (with relevant FEMA declarations)
	2. Export confirmed purchase order/PI/CI /sales contract
	3. Import PO/PI/CI
	4. Transport documents
	5. MTT declaration
	6. Justification for advance payment (applicable for advance import payment)
	7. Any additional document may be called on case to case basis.
MTT -Delayed in proceeds/payment	1. Customer request explaining reasons for delay
	2. Supporting correspondence with overseas buyer/supplier
	3. Revised shipment/payment schedule
MTT Short realisation/write-off	1. Customer request letter
	2. CA certificate duly justifying the short realisation/write-off caused due to genuine commercial trade constraint /by any other global market conditions.
	3. Revised contracts/invoices
	4. Documentary evidence supporting such short realization/ write off justifying the same
	5. Debit Note/Credit Note, if any.
MTT- Extension of time	1. Customer request letter stating the delay
	2. Correspondence with the buyer/supplier on terms of extension or acceptance by both buyer/supplier of the revised extended terms
	3. Copy of revised purchase order/sales contract and delivery/payment schedule
Loss in MTT	1. Customer request letter explaining the loss
	2. CA certificates duly justify the loss caused due to genuine commercial loss and supported by market conditions.
Import LC -Opening	1. LC Application



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	2. PO/Contract/Agreement etc..
	2. Stamp duty (as applicable)



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