(PARTY NAME, LETTER HEAD)

Date :… / / 20….

To,

Dy. Commissioner of Customs

ACC / JCH ,

Sahar / Nhava Sheva.

Sub : First Time Import documents

Ref : B/E No:

AWB/BL No.

Dear Sir,

With the reference to the above, we are submitting the following Original / One set attested doc

1. IEC copy & PAN copy
2. GST copy
3. Bankers Letter ( for maintain Account & Directors Details)
4. Bank Remittance Copy
5. Previous Year Balance Sheet ,
6. Income tax Returns copy/ GSt Returns
7. Adhar Copy

The above said documents in order and allow us clear the consignment at earliest

Thanking you in anticipation your kind co-operation at all the times.

Yours truly,

For**,**

M/s : ………………………….

Authorized Signatory

PARTY NAME, LETTER HEAD for Authority letter)

Date :-

# To,

# Dy. Commissioner of Customs

Import/Export Department,

Mumbai/Nhava Sheva.

Subject: - Authority Letter to custom clear Consignments / Shipments

 **REF NO: AWB/B/L NO. :-**

We the under signed **M/S. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** Under my risk and responsibility have honors to inform that we have authorized M/s. **CHANNEL LOGISTIC SERVICES CHA NO. 11/2284** to clear All Import consignment on our behalf.

We also undertake to pay all demands of differential duties and penalties subsequently made by the customs authorities as a sequel to these transactions.

We further undertake that we are directly responsible if anything found contrary / objectionable done under customs Act 1962 of any other law for the time being in force to our declaration made by the CHA at the time of clearing our consignment.

Thanking you

Your Truly

**FOR M/s………………..**

Authorized Signatory.

Encl : IEC , GST Regi Certificate , Adhar Copy,

ON BANKS LETTER HEAD

Date :-

To,

Dy. Commissioner of Customs

ACC / JCH,

Sahar /Nhava Sheva.

Sir/ Madam,

We certify that M/s. PARTY NAME having an Address PARTY ADDRESS are maintaining to prepare the remittance of foreign exchange to the effect that a Saving/Current Account (tick whichever is applicable) No A/C NO. With us since …………………….

Following Authorized Signatories as Per Bank Records

|  |  |  |  |
| --- | --- | --- | --- |
| Sr No. | Signatories Name | Specimen signature | Photo |
| 1 | Name :  |  | Photo attested by bank |
|  |  |  |  |

(Signature & Stamp of the Banker)

Name............................

Designation ……………

Code No……………………