

**Know Your Customs (KYC) norms for identification of clients by CHAs:**

**FOR PROPRIETARY CONCERNS**

<b>Form of Organisation</b>	:	<b>SOLE PROPRIETORSHIP</b>
<b>Legal Name used</b>	:	
<b>Any Other Name used</b>	:	
<b>Present Address in full, Complete &amp; Correct</b>	:	
<b>Permanent Address in full, Complete &amp; Correct</b>	:	
<b>Telephone No./Fax No. / Email address</b>	:	1. Telephone No. _____ 2.Fax No. _____ 3.Email Address : _____

<b>Authorised singatory on Export / Import documents (Name &amp; Designation)</b>	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name of Person</th> <th style="width: 50%; text-align: center;">Designation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name of Person	Designation								
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<b>DOCUMENTS ATTACHED</b>	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 70%;">Photograph of Sole Prop.</td> <td style="width: 25%; text-align: center;">***</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Passport Copy</td> <td style="text-align: center;">***</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Voter's Identity Card</td> <td> </td> </tr> <tr> <td style="text-align: center;">4</td> <td>Bank Account Statement</td> <td style="text-align: center;">***</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	1	Photograph of Sole Prop.	***	2	Passport Copy	***	3	Voter's Identity Card		4	Bank Account Statement	***			
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**I.E.C Certificate & PAN Copy\*\*\***

**MANDATORY \*\*\***

I hereby declare that the particulars given herein are true, correct and complete to the best of my knowledge and belief, the documents submitted along with this application are genuine and obtained legally from respective authority.

All our shipments are subject to Standard Trading Conditions for freight forwarders as issued by FFFAI - copy available on request.

All shipments' as well as Cargo Insurance is the shipper's / consignee's responsibility as per agreed INCOTERMS between seller and buyer.

The liability of Jeena & Co. as Custom Broker shall be limited to the service charges for our shipments. I undertake to furnish in writing any change/s in the above and untill such time these informations shall be considered valid & bindina on me.

I also undertake that any person signing any document/giving instructions to Jeena & Co., Jeena & Co.will take as valid & binding on me.

**Signature**

**(Owner)**