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| --- | --- |
| **Form KYC (Know Your Customer)**As required and mandated by Indian customs vide CBEC Circulars 09/2010 and 33/2010 for identification/verification of importers/exporters for customs clearance performed on their behalf by TIME TO EXPRESS acting as an Authorized Courier/CHAs directly or through a CHA appointed by FedEx on behalf of the Customer. Please attach additional sheets if required.  | PASSPORT SIZE PHOTOGRAPH of INDIVIDUAL /Also attach photograph of the AUTHORIZED SIGNATORY if any |
|  | Category | * Individual/Proprietary firm
* Company
* Trusts/Foundations
* Partnership firm
 |
|  | Name of the Individual including alias/ Proprietary Firm/Company/Trusts/Foundations/Partnership firm (name of all partners) |  |
|  | FedEx Account No: |  |
|  | Permanent or Registered address of the Individual/Proprietary firm/Partnership firm and partners/Company/Trusts/FoundationsTelephone: Fax number: |  |
|  | Principal Business address/es from which business is transacted of the Individual/Proprietary firm/Company/Trusts/Foundations/Partnership firmTelephone:Fax number:E-mail address:Website: |  |
|  | Name of Authorized signatory/iesforsigning import/export documents including manual Air Waybills. Please provide recent passport size self attested photographs of each signatory |  |
|  | IEC No. ( ADHAR CARD NO > |  |
|  | PAN No.  |  |

I/We hereby declare that the particulars given herein above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/we undertake to notify you in writing failing which the above particulars may be relied upon including all shipments/documents executed and tendered by the individual so authorized and mentioned in 6 above. I/we hereby authorize you to submit the above particulars to the customs and other regulatory authorities on my/our behalf as may be required in order to transport and customs clear my/our shipments.

Place Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Official Seal (for all other than individuals)

 **Check List**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Category** | **Documents Required** |
| 1. | Individual/Proprietary firmAny two of the stated documents | * Passport No.
* PAN card
* Voter's Identity card
* Driving license
* Bank account statement
* Ration Card
 |
| 2. | Company | * Certificate of Incorporation
* Memorandum of Association
* Articles of Association
* Power of Attorney granted to its managers, officers or employees to transact business on its behalf
* Copy of PAN allotment letter
* Copy of telephone bill
 |
| 3. | Partnership firm | * Registration certificate, if registered
* Partnership deed
* Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf
* Any officially valid document identifying the partners and the person holding the Power of Attorney and their addresses
* Telephone bill in the name of firm/partners
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| 4. | Trust foundations | * Certificate of Registration, if registered
* Power of Attorney granted to transact business on its behalf
* Any officially valid documents to identify the trustees, settlers, beneficiaries and those holding the Power of Attorney, founders/managers/directors and their addresses.
* Resolution of the managing body of the foundation/association
* Telephone bill
 |

**Note:**

* **Any three certified copies the documents given in the check list aboveto be attached except for individuals where any two self-certified documents may be provided along with two photographs of individual/authorized signatory as stated above.**
* **Attach a copy of IEC for all customers, who are in the business of exports and imports.**

I/We hereby declare that the particulars and documents attached as per the checklist above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/we undertake to notify you in writing failing which the above particulars may be relied upon including all shipments/documents executed and tendered by the individual so authorized and mentioned above. I/we hereby authorize you to submit the above particulars to the customs and other regulatory authorities on my/our behalf as may be required in order to transport and customs clear my/our shipments.

Place Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Official Seal (for all other than individuals)