

The below table provides information about KYC documents required for shipment customs clearance. As a shipper or consignee, you can refer to the type of document that you need to submit based on type of your organization - in the table below.

Extract of Circular No.9/2010 - Customs dated 8th April 2010 on KYC norms issued by Indian Customs		
Please see documents applicable for your type of Organization		
Sl. No	Type/Form of organization	Documents to be obtained (Any 2 documents)
1	Individual (Only 1 document is sufficient if it contains both Identity and Address Proof)	(i) Aadhar Card (ii) Passport (iii) PAN card (iv) Voter's Identity card (v) Driving license (vi) Bank account statement (vii) Ration Card
2	Company	(i) Certificate of Incorporation (ii) Memorandum of Association (iii) Articles of Association (iv) Power of Attorney granted to its managers, officers or employees to transact business on its behalf (v) Copy of PAN allotment letter (vi) Copy of telephone bill
3	Partnership firm	(i) Registration certificate, if registered (ii) Partnership deed (iii) Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf (iv) Any officially valid document identifying the partners and the person holding the Power of Attorney and their addresses (v) Telephone bill in the name of firm/partners
4	Trust foundations	(i) Certificate of Registration, if registered (ii) Power of Attorney granted to transact business on its behalf (iii) Any officially valid documents to identify the trustees, settlers, beneficiaries and those holding the Power of Attorney, founders/managers/directors and their addresses (iv) Resolution of the managing body of the foundation/association (v) Telephone bill