Date: DD.MM.YYYY

To,

The commissioner of customs, / Dy comm. Of customs.

Export/Import Department,

JNPT/NSICT Port,

Uran.

Subject: First time Export formalities & documents submission

Dear Sir,

We M/s Shree Vishwakarma Enterprise, a newly established organization dealing in export of engineering products would like to register ourselves in Nhava Sheva EDI System.

We are submitting the following documents as mentioned in P.N. 112/2017 of JNCH regarding first time exporter formalities.

1. Authority Letter
2. Self-Attested Copy Of IEC, PAN & GSIN
3. MSME Certificate
4. GST Return for last 3 quarters
5. Copy of I.T. Return last financial year
6. Bank Certificate.
7. Cancelled cheque
8. TAN Certificate
9. Adhar card of all stakeholders
10. Pan card of all stakeholders
11. Six Month Bank statement.

Therefore, we request you to kindly accept our application & get ourselves registered in your EDI system.

Thank you.