



## KNOW YOUR CUSTOMER FORM

As mandated by Indian Customs vide CBEC Circulars 09/2010, 33/2010 and 07/2015 for identification/verification of importers/exporters for customs clearance performed on their behalf by FedEx acting as an Authorized Courier/CHA directly or through a CHA appointed by FedEx on behalf of Customer.

<b>Name</b>	
<b>Category</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Proprietary firm <input type="checkbox"/> Company <input type="checkbox"/> Trust / Foundation <input type="checkbox"/> Partnership firm
<b>Permanent / registered address</b>  <b>Telephone No</b> <b>Mobile No</b> <b>Email address</b> <b>Website</b>	
<b>Principal business address/es from which business is transacted</b>  <b>Telephone No</b> <b>Mobile No</b>	
<b>Name and title of authorized signatory</b> Please provide proof of authority.	
<b>IEC No</b> ( <i>attach copy</i> )	
<b>PAN No</b> ( <i>attach copy</i> )	
<b>TAN No</b> ( <i>attach copy</i> )	
<b>FedEx Account No</b>	

# CHECKLIST

**Please provide the following documents as per the checklist below:**

- a) Any two documents (certified by individual/authorized signatory) to verify identity and address proof.
- b) Individuals (not proprietary firms) may submit a single document if it contains both identity and address proof.
- c) Any one document (certified by authorized signatory) to verify authority granted to signatory.
- d) Certified copy of government-issued ID of authorized signatory

**Note:** the name and address on the KYC documents must match the address and name mentioned on the Air Waybill / invoice.

Category	Documents Required
Individual/ Proprietary firm	<input type="checkbox"/> Passport <input type="checkbox"/> PAN card <input type="checkbox"/> Voter card <input type="checkbox"/> Driving license <input type="checkbox"/> Bank statement <input type="checkbox"/> Ration card <input type="checkbox"/> Aadhar card
Company	<p><b>To verify identity and address</b></p> <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Memorandum and Articles of Association <input type="checkbox"/> Telephone bill in the name of the company <input type="checkbox"/> PAN card <p><b>To verify authority of signatory</b></p> <input type="checkbox"/> Power of Attorney/Board Resolution granted to its managers, officers or employees to transact business on its behalf
Trust or Foundation	<p><b>To verify identity and address</b></p> <input type="checkbox"/> Certificate of Registration <input type="checkbox"/> PAN card <input type="checkbox"/> Telephone bill in the name of trust/foundation <p><b>To verify authority of signatory</b></p> <input type="checkbox"/> Power of Attorney (POA) granted to transact business on its behalf <input type="checkbox"/> Any officially valid document identifying the trustees, settlers, beneficiaries and those holding the POA, founders/managers/directors and their addresses <input type="checkbox"/> Resolution of the managing body of the foundation/association
Partnership firm	<p><b>To verify identity and address</b></p> <input type="checkbox"/> Certificate of Registration <input type="checkbox"/> Partnership deed <input type="checkbox"/> PAN card <input type="checkbox"/> Telephone bill in the name of firm or partners <p><b>To verify authority of signatory</b></p> <input type="checkbox"/> Power of Attorney (POA) granted to a partner or an employee to transact business on its behalf <input type="checkbox"/> Any officially valid document identifying the partners and the person holding the POA

I/We hereby declare that the particulars given herein above and the documents attached as per the checklist above are true, correct and complete to the best of my/our knowledge and belief, and the documents submitted in support of this KYC Form 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. I/We hereby authorize you to submit the above particulars to 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)