Date………….

To,

The Dy. / Asst. Commissioner of Customs (Import)

New Customs House,

Near IGI Cargo Complex,

New Delhi-110037

**Ref: IEC No: ………………..**

**Subject: Regarding submission of first time import KYC documents at Air cargo Unit (INDEL4) as per public notice No 29/2019 issued on dated 26.11.2019**

Sir,

With due respect, Ref to the above cited subject we M/s …………………………………. do here by submitting following documents for first time import at Air Cargo Unit New Delhi.

1. Certificate issued from concern bank along with AD Code & IFSC
2. Copy of IEC
3. Copy of Certificate of Incorporation
4. Copy of PAN Card of Company
5. Copy of PAN Card of any one Director
6. Copy of Aadhar Card of any one Director
7. Copy of Address proof of Company.
8. Copy of GSTIN
9. Copy of Income Tax Return.
10. Bank Statement
11. Copy of Cancelled Cheque

Now therefore we request you to kindly acknowledge the same.

Regards

Yours faithfully,