



International City Runners (India) Pvt. Ltd.

• WORLDWIDE EXPRESS •

PASSPORT SIZE
PHOTOGRAPH of
INDIVIDUAL

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 International City Runners (I) Pvt Ltd. Acting as an Authorized Courier /CHAs directly or through a CHA appointed by International City Runners (I) Pvt Ltd on behalf of the customer. Please Attach additional sheets if required.

1	Category	☐ Individual/ Proprietary firm ☐ Company ☐ Trust/foundations ☐ Partnership Firm
2	Name Of the Individual including alias/ Proprietary firm/Partnership Firm and partners/Company/Trust/Foundations	
3	Permanent or Registered address of the Individual/Proprietary firm/Partnership Firm and partners/Company/Trust/Foundations Telephone Fax number	
4	Principle Business address/es from which business is transacted of the Individual/Proprietary firm /Company/Trust/Foundations/Partnership firm Telephone Fax number E-mail address Website	
5	IEC No.(Not mandatory for individuals)	Copy Attached
6	PAN No.	Copy Attached

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 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

Official Seal (for all other than individuals)

Name

The Following documents are mandatory and two sets are required each to be self certified with company seal.

Check List

S.No	Category	Documents Required
1	Individual/Proprietary firm Any two of the stated documents	☐ Passport No. ☐ Voter ID Card ☐ Driving License No./Date Of Issue ☐ Bank Statement ☐ Pan Card ☐ Aadhar card ☐ Copy Of Ration Card ☐ 2 photographs of Individual/Authorized signatory
2	Company	☐ Copy Of Certificate of Incorporation ☐ Copy of MOA ☐ Copy of telephone bill in the name of the company ☐ IEC Certificate ☐ PAN Copy ☐ 2 Photographs each of Authorized signatories
3	Trust	☐ Certificate of registration, if registered ☐ Power of Attorney (PoA) granted to transact business on his behalf ☐ Any officially valid document to identify the trustees, settlers, beneficiaries and those holding the PoA, founders/managers/directors and their addresses ☐ Resolution of the managing body of the foundation/association ☐ Copy of the telephone bill in the name of trust/foundation ☐ IEC Certificate ☐ Pan Copy ☐ 2 photographs each of Authorized signatories ☐ Name of the trustees, settlers, beneficiaries and signatories ☐ Name and address of the founder, the managers, Directors and the Beneficiaries in full. Complete and correct. ☐ Telephone and fax number e-mail address of the trust, founder and trustees
4	Partnership Firm	☐ Registration certificate, if registered ☐ Partnership deed ☐ Power of Attorney (PoA) granted to a partner or an employee to transact Business on its behalf ☐ Any officially valid document identifying the partners and the person holding the PoA and their addresses ☐ Telephone bill in the name of firm/partners ☐ IEC Certificate ☐ PAN copy ☐ 2 Photographs each of Authorized signatories

Note: Two Certified copies each of the above documents given in the check list to be attached except for individuals where any two self certified documents may be provided.

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 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

Official Seal (for all other than individuals)

Name