



Process for applying IEC Code.

1. Set up firm – Proprietorship & get its formation Sales Tax (TIN) Certificate – Your CA will do that
2. Get either individual PAN or Proprietorship Pan Card – self attested two copies – CA will do that
3. Open Bank Account in your Firm Name – You need to do that , for this purpose you should have step no 1 & 2 completed and get company seal which has two lines , top line with firm name , space (double) and last line should have written Prop / Manager , plus address proof.
4. Get your Company Letter Head – Atleast 4 pieces – You Can do it At home
5. 4 color passport photos.
6. Get your company seal – as explained in step no 3
7. Get Banker Certificate as per Appendix – 18A.doc – they should do that , but please check the format – it's very important
8. Check out this link , it gives good information <http://www.infodriveindia.com/IEC-Code/Default.aspx>
9. Address Proof & Identity Proof – self attested.

In any case, whole process will take minimum 2/3 weeks with Indian way of working, catch a GOOD CA and he should do it faster. It should cost you no more than 2500~3000, of which Rs 1500 is GOV fee rest CA fee. Some People may tell you exorbitant figures – just ignore them.

Let us know if you need anything more, check this link <http://www.infodriveindia.com/Exim/Appendices-Forms/DGFT-Aayaat-Niryaat-Form/Default.aspx> , it has all forms and you can download them for reference, your CA should have it.

Government body which issues this license is DGFT (Director General of Foreign Trade), its websites are <http://dgft.gov.in/dgftcla/> & <http://dgft.gov.in/dgftcla/faqs.asp>

Good Luck

Castle Consultants