



Whatsapp - 9555942606

Support@mycaportal.com

Dear Recipient,

We thank you for showing your interest in our services. This document contains checklist for **Import-Export Code**. You may contact us any time during our working hours for any clarifications.

Document Checklist

S.No	Document	Remarks
1	Bank Certificate / Pre-printed Cancelled Cheque	Mandatory
2	Address Proof of the firm – Any of the Following	Mandatory
	Rent agreement Lease Deed Electricity bill Telephone Land line bill Mobile Postpaid bill MOU Partnership Deed	Mandatory
3	Other acceptable documents (for Proprietorship only)	Mandatory
	Aadhar Card Passport Voter Id	Mandatory
4	Email ID and Mobile Number	Mandatory

In case the address proof is not in the name of the applicant firm, a No Objection Certificate (NOC) by the firm premise's owner in favor of the firm along with the address proof is to be submitted as a single PDF document

All Documents required in **PDF** Format through mail/whatsapp. Other Information/Document may also be taken during registration.

Best Regards

Team MYCAPORTAL