## The following parameters to be checked while tendering and accepting shipments by the Wholesalers:

## **DOCUMENTATION for Non-Document shipment**

- 1. PROFORMA INVOICE SIGNED BY SHIPPER
- 2. KYC OF THE SHIPPER. (As per attached table )

# **KYC**

- 1. All Non-Doc shipments should be accompanied by KYC document as per table given below.
- 2. All KYC documents should be "Self attested" by shipper.
- 3. Signature should have the **DATE** alongside.
- 4. Airway bill number must be mentioned on the self-attested KYC document.
- 5. Signature on the KYC photocopy and the self-attested signature **should match.**
- 6. Address on the KYC should be legible.

## **INVOICE:**

- 1. Invoices should be signed by Shipper. There is a probability that there may be minor variation in the signature vis-a-vis signature on KYC.
- 2. Invoices should have a complete address along with zip-code and Tel no/ mobile no.

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## **Guideline from 1st November**

#### KYC:

- 1. All Non-Doc shipments should be accompanied by KYC document as per table given below.
- 2. All KYC documents should be "Self attested".
- 3. Signature should have the DATE alongside.
- 4. Airway bill number must be mentioned on the self-attested KYC document.
- 5. Signature on the KYC photocopy and the self-attested signature should match.
- 6. Address on the KYC should be legible.

## **INVOICE:**

Wholesalers shall give 2 invoices.

- 1. 1<sup>st</sup> Invoice, henceforth called as "Kachcha Invoice" prepared and signed by Shipper.
- 2. Kachcha invoice may be hand written and may be in vernacular language.
- 3. 2<sup>nd</sup> Invoice, henceforth called as "Export Invoice" will be prepared by the entity/person authorized by the Shipper.
- 4. Export invoice must be computerized and must denote that it was "prepared by entity/person authorized by the Shipper". This should be signed by the entity/person authorized by the Shipper.
- 5. Valuation of the goods will be declared by Shipper.
- 6. Quantity and items mentioned on the Export invoice may differ.
- 7. Prohibited and restricted commodities will be removed from the consignment and Export Invoice will reflect the actual content handed over to DHL.
- 8. Where the customer has walked-in at Wholesaler's/ wholesaler's Co-loader's office for booking shipment and the invoice is prepared in the presence of the shipper and signed by the Shipper. In such cases only, Export Invoice can be prepared in the format of "Katcha Invoice"

# **KYC TABLE:**

<u>Individual/Proprietor</u>	
	PAN card / PASSPORT
	Voter's ID Card / AADHAR CARD
	Driving License
	Bank Account Statement
	Ration Card
	Certificate of Incorporation
	Memorandum of Association
<u>Company</u>	Articles of Association
	Power of Attorney granted to its managers, officers or employees to transact business on its behalf
	Copy of PAN allotment letter
	Copy of Telephone bill
	Registration Certificate if registered
	Partnership Deed
<u>Partnership Firm</u>	Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf
	Any officially valid document identifying the partners and the person holding the Power of Attorney and their address
	Telephone bill in the name of firm/partners
	Certificate of Registration, if registered
	Power of attorney granted to transact business on its behalf
<u>Trust Foundation</u>	Any officially valid documents to identify the trustees, settlers, beneficiaries and those holding the power of attorney, founders/managers/directors and their addresses
	Resolution of the Managing body of the foundation/association
	Telephone bill

# **KACHCHA INVOICE: TO BE PREPARED BY THE SHIPPER.**

INVOICE										
Shipper			Invoice No. & Date		Nil	Exporter Ref				
			Courier AVB / Rece	eipt						
			DHL AVB Number							
			Other reference(s)							
ctc person										
Mobile No										
Consignee										
			Value De	Value Declared is for Customs Purpose				only		
ctc person			Country of origin of goods			Country of final destination				
Mobile No			Terms of Deliver	Terms of Delivery & payment						
	ight No	Part of Loading	Terms or benie	y a pa	ymom					
Vessel / Fli	Courier	Port of Loading			FOC (No re	mittance in	volved)			
Port of Disc		Final Destination			100 (11010	initianee iii	voiveu			
	gc									
Marks &	No. & kind	Description of Goods	Used	i	New	Quantity	Rate	Amount		
Numbers.	of Packages						INR	INR		
As										
Address										
Amount cha	rgeable :						Total	0.00		
( in words /	currency)									
Declaration	1:									
Provider, inc any other St	cluding its gro tatutory body		act as my agent to	clear th	e shipment u	nder this Invo	oice from Cust	oms and / or		
_		being exported does not contain any ob						sychotropic		
		invoice shows the actual price of goods	s described and that		_	Shipper / Dat	te			
all particular			Name							

# KACHCHA INVOICE: TO BE PREPARED BY THE WHOLESALER / CO-LOADER.

		NVOICE				
Exporter		Invoice No. & Date		Exporter Re	f.	
		Buyer's Order No. & Date	9			
		Other reference(s)				
ctc person		Buyer ( if other than con	signee)			
Tel.No.s						
Consignee		1				
Consigned						
		Country of origin of goo	ods	Country of	final destinat	ion
ctc person Tel No.s		Terms of Delivery & payr	nent			
Pre-Carriage by	Place of Receipt by pre-carrier	Terms or Benvery a pay.				
AIR						
Vessel / Flight No.	Port of Loading					
Port of Discharge	Final Destination					
Marks & Numbers.	Description	of Goods		Quantity	Rate	Amount
Container No.	·					(INR)
				l		
Amount chargeable :					Total	0.00
(in words / currency)						
Declaration:						
	s prepared on the basis of attached In	voice	Prepared I	hv -		
For customs purpose only			cpuieu i			