

**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 1<sup>st</sup> November**

**KYC:**

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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
<u>Company</u>	Certificate of Incorporation
	Memorandum of Association
	Articles of Association
	Power of Attorney granted to its managers, officers or employees to transact business on its behalf
	Copy of PAN allotment letter
<u>Partnership Firm</u>	Copy of Telephone bill
	Registration Certificate if registered
	Partnership Deed
	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
<u>Trust Foundation</u>	Telephone bill in the name of firm/partners
	Certificate of Registration, if registered
	Power of attorney granted to transact business on its behalf
	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



