

**PRATIK  
SHIPPING  
AGENCIES**



PRATIK GROUP

## **PRATIK SHIPPING AGENCIES**

CB LIC NO – 11/2263 | MSME NO – MH18D0011369 | CB PAN NO AATFP0833B | ISO: 9001:2015  
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## **KYC FORMALITIES**

**Know your customer ('KYC')** is the process of a business identifying and verifying the identity of its clients. Know your customer processes are employed by companies of all sizes for the purpose of ensuring their proposed agents, consultants, or distributors are compliant.

**KYC** is an acronym for “Know your Customer”, a term used for customer identification process. It involves making reasonable efforts to determine true identity and beneficial ownership of accounts, source of funds, the nature of customer’s business, reasonableness of operations in the account in relation to the customer’s business, etc which in turn helps the Business Unit to manage their risks prudently. The objective of the KYC guidelines is to prevent Business Units not be associated, intentionally or unintentionally with bad business partners.

### **Verification :**

**Customer identification** means identifying the customer and verifying his/her identity by using reliable, independent source documents, data or information.

### **KYC is treated as confidential :**

**The information collected from the customer for the purpose of opening of account is treated as confidential and details thereof are not divulged for cross selling or any other similar purposes.**

**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 ISHWARI G MANDALVIZAR acting as an Authorised Custom brokers directly Please attach additional sheets if required.

**RECENT PASSPORT  
SIZE PHOTOGRAPH OF  
PARTNER/DIRECTOR/  
PROPRIETOR**

1.	Category	<input type="checkbox"/> Individual/Proprietary firm <input type="checkbox"/> Company <input type="checkbox"/> Trusts/Foundations <input type="checkbox"/> Partnership firm
2.	Name of the Individual including alias/ Proprietary Firm/Company/Trusts/Foundations/ Partnership firm (name of all partners) Private Limited (name of all directors)	
3.	Permanent or Registered address of the Individual/Proprietary firm/Partnership firm and partners/Company/Trusts/Foundations  Telephone, Fax number	
4.	Principal Business addresses from which business is transacted of the Individual/Proprietary firm/Company/Trusts/Foundations/Partnership firm  Telephone, Fax number, E-mail address Website	
5.	Name of Authorized signatories for signing import/export documents including manual Air Waybills. Please provide recent passport size self attested photographs of each signatory	<b>RECENT PASSPORT SIZE PHOTO OF AUTHORIZED SIGNATORY</b>
6.	IEC No.	
7.	PAN No.	

**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 any 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 \_\_\_\_\_ Name \_\_\_\_\_

**Company stamp and signature**

The following documents are mandatory documents required each to be self certified with company seal and should be sign.



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### Check List

S.No.	Category	Documents Required
1.	Individual/Proprietary firm Any two of the stated documents	<input type="checkbox"/> Passport Copy and no. <input type="checkbox"/> Voter ID Card <input type="checkbox"/> Driving License No./Date of Issue <input type="checkbox"/> Bank Statement <input type="checkbox"/> Copy of Ration card <input type="checkbox"/> 2 Photographs of Individual/Authorized signatory <input type="checkbox"/> AADHAR CARD
2.	Company	<input type="checkbox"/> Copy of Certificate of Incorporation <input type="checkbox"/> Copy of Memorandum of Association <input type="checkbox"/> Copy of Articles of Association <input type="checkbox"/> Copy of telephone bill in the name of the company <input type="checkbox"/> IEC Certificate <input type="checkbox"/> PAN CARD COPY OF COMPANY <input type="checkbox"/> 2 Photographs each of Authorized signatories <input type="checkbox"/> List of authorized signatories mentioned on company letterhead authorized by director of the company <input type="checkbox"/> AADHAR CARD COPY OF EACH DIRECTOR AND AUTHORIZED SIGNATORY
4.	Partnership firm	<input type="checkbox"/> Registration certificate, if registered <input type="checkbox"/> Partnership deed <input type="checkbox"/> Telephone bill in the name of company or partner <input type="checkbox"/> IEC Certificate <input type="checkbox"/> PAN copy <input type="checkbox"/> 2 Photographs each of Authorized signatories <input type="checkbox"/> List of authorized signatories mentioned on company letterhead authorized by Partner of the company <input type="checkbox"/> AADHAR CARD COPY OF EACH PARTNER AND AUTHORIZED SIGNATORY

**Note:** certified copies each of the above documents given in the check list to be attached

**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 any 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.**