

Import and Export Control Department - Checklist for submitting Applications

When the first application is made, the following documents should be attached in the order.

- 1 Business Registration
- 2 Director Board Information (Form 20)
- 3 Article of Association
- 4 NIC Copies of Director Board Members (At Least One)
- 5 A letterhead, which includes the address and T.P. Numbers
- 6 Authorization letter containing details of the agency (should be submitted by the letterhead)
- 7 VAT Registration Certificate
- 8 Application
- 9 Recommendation Authority Letter, obtained from the Relevant Institute
- 10 Pro forma Invoice
- 11 If the goods are imported, Bill of Lading (BL), Commercial Invoice and Custom Declaration (CUSDEC) should be submitted.

1	2

For Regular Customers

- 1 Covering Letter
- 2 Certified Application
- 3 Pro forma Invoice
- 4 Recommendation Authority Letter

1	2

* Please 'v' in the first cage.