

## **Documents required for Custom Clearance of Import Consignment**

1. Letter form your banker in favour of the Airlines authorising you to collect the Delivery Order. (If the goods are consigned to Bank).
2. Your letter addresses to Airlines, authorising the clearing agent to collect the Delivery Order from them on your behalf.
3. Invoice
4. Packing List
5. Delivery Order
6. Air Waybill showing amount of freight
7. Cargo Arrival Notice cum Freight Bill.
8. Insurance certificate showing amount of premium paid for the subject shipment.
9. Custom purpose copy of Import Licence. (In case Import Licence is required)
10. Purchase Order copy.
11. Copy of order acceptance.
12. Copy of letter of credit.
13. Certificate of Origin.
14. Importer's Declaration duly signed with stamp - 2 copies.
15. GATT Declaration duly signed with stamp- 2 copies.
16. Photostat copy of Catalogue showing items imported. In addition to this or in the absence of catalogue, a technical write-up of the various items explaining each item on the following lines:
  - i. What is the item i.e., whether it is a Capital good or Components or Consumables or spare parts?
  - ii. Material of construction of item, i.e., metallic or plastic or rubber etc. Also clarify whether it is an individual part or a subassembly or an assembly of various parts.
  - iii. Whether it is a totally mechanical part or is a subassembly of mechanical and electrical items.
  - iv. Function of the item in details so that proper classification can be done in custom tariff.
  - v. In the case of spare parts, please highlight the same in the catalogue.
  - vi. In the Technical write-up, of Spare parts, in case there are some parts which have been manufactured solely for that particular machine and cannot be used anywhere else, it should be explained in detail.

17. Your Importer Exporter Code Number (IEC Number)
18. Letter addressed to the Assistant Commissioner Customs, New Delhi, authorising the clearing agent to clear your Imported consignments.
19. Any other specific document which is required for clearance of your specific / specialised cargo for example chemical Analysis Report etc.