

**RENEWAL/ FRESH MEMBERSHIP DOCUMENTS LIST**

<b>Sr. No.</b>	<b>Name of the Documents</b>	<b>Manufacturer Exporter</b>	<b>Merchant Exporter</b>
<b>1</b>	Last three Financial Year <b>CA Certified Export Turnover</b> on CA letterhead.	Yes	Yes
<b>2</b>	<b>PAN</b> copy	Yes	Yes
<b>3</b>	<b>GST</b> copy	Yes	Yes
<b>4</b>	<b>SIA</b> or <b>IEM</b> copy or <b>Udyam/ Udyog Aadhar</b> copy	Yes	<b>Not Applicable</b>
<b>5</b>	If your company having <b>State Pollution Board</b> copy ( Not Compulsory )	Yes	<b>Not Applicable</b>
<b>6</b>	<b>Import Export Code</b> Copy	Yes	Yes
<b>7</b>	<b>Product List with HSCODE</b> on Company Letterhead with Production Capacity in Metric Ton.	Yes	Yes
<b>8</b>	<b>Director List with their DIN number</b> , EMAIL id, Direct Tel. No. on Member Company Letterhead.	Yes	Yes
<b>9</b>	<b>Partnership Deed copy</b> (if the company is Partnership firm / LLP).	Yes	Yes
<b>10</b>	If your company having <b>Star Trade House Cert.</b> Copy issued by DGFT.	Yes	Yes
<b>11</b>	Name , Designation, Mobile No. and Email Id of your company <b>Export Head , Regulatory Head &amp; Accounts Head</b> on Member Company Letterhead.	Yes	Yes