

RENEWAL/ FRESH MEMBERSHIP DOCUMENTS LIST

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