

"Annexure - B"

Checklist of documents to be submitted to IIBX by the Applicants under "India-UAE TRQ Holder"

Notes	1) Application and documents to be provided on the Letter head of the applicant (Letter head should have name of the applicant, address of its registered office and the Corporate Identity Number [CIN] along with telephone number, fax number, if any, e-mail and website addresses, if any) 2) Application and documents (all pages) need to be stamped & signed by authorised signatory (Authorised Signatory is defined subsequently in this checklist) 3) Details and documents are required to be provided as per the prescribed format only 4) No column should be left blank, if any particular information is not relevant " NA " may be mentioned. 5) Clear scanned documents are required to be submitted to IIBX. 6) The original documents are to be separately mailed/couriered to IIBX.
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Sr. No.	PARTICULARS	Tick
1	Application format for notification as a "India-UAE TRQ Holder" by IFSCA (Annexure A)	
2	List of Documents required	
2(A)	For Proprietorship - India-UAE TRQ holders :	
(i)	KYC Details	
	Self certified copy of PAN & Proof of Address of the Proprietor	
	For Proof of Address - self certified copy of Aadhar Card/Utility bill (not older than two months)/Lease deed/Rent agreement	
(ii)	Self certified copy of Goods & Service Tax (GST) Certificate issued by Central Board of Indirect Taxes and Customs (CBIC)	
	Copy of the GST return filed with the relevant authority is required to be submitted. GST return should not be older than two months from the date of application.	
(iii)	Details of the Bank Account with Authorised Dealer Bank	
	Copy of the cancelled cheque or bank statement (not older than two months)	
(iv)	Certificates	
	Copy of valid Tariff Rate Quota (TRQ) License/Certificate issued by the Director General of Foreign Trade (DGFT)	
	Copy of valid Import Export Code (IEC) issued by the Director General of Foreign Trade (DGFT)	
	Copies of License and Certificate need to be Signed & Stamped by the authorised signatory	
2(B)	For Non- Individual India-UAE TRQ holders :	
(i)	KYC Details	
	Copy of PAN & Proof of Address of the Applicant Entity	
	For Proof of Address of Entity - Utility bill (not older than two months)/Lease deed/Rent agreement	
	Documents need to be signed & Stamped by the authorised signatory on behalf of the entity	
	Self certified PAN, Aadhar & Proof of Address of all the Partners/Directors/Material Shareholders/Key Management Personnel (as applicable)	
(ii)	List of Directors/Partners	
	Details of Directors and Compliance/Designated Officers - ANNEXURE 1(A)	
	Details of Partners (in case of partnership firm) and Compliance/Designated Officers - ANNEXURE 1 (B)	
(iii)	List of Shareholders	

	Details of Shareholding pattern - ANNEXURE 2 (A)	
	Details of shareholders holding more than 10% of the shares or capital or profits of the company - ANNEXURE 2(B)	
(iv)	Copy of Goods & Service Tax (GST) Certificate issued by Central Board of Indirect Taxes and Customs (CBIC)	
	Copy of the GST return filed with the relevant authority is required to be submitted. GST return should not be older than two months from the date of application.	
(v)	Copy of Certificate of Incorporation(COI)/Memorandum of Association (MOA) / Articles of Association (AOA) (If applicable)	
	All pages of the document need to stamped and signed by the authorised signatory	
(vi)	Copy of LLP/Partnership deed/Other Constitutive Document as may be applicable	
	All pages of the document need to stamped and signed by the authorised signatory	
(vii)	Copy of Board Resolution evidencing authorization to act on behalf of the entity	
	To be submitted on the letterhead of the applicant entity, duly stamped, & signed by the Managing Director/Director/Company Secretary , as the case may be.	
(viii)	Details of the Bank Account with Authorised Dealer Bank	
	Copy of the cancelled cheque or bank statement (not older than two months)	
(ix)	Certified copy of the Legal Entity Identifier certificate	
(x)	Certificates	
	Copy of valid Tariff Rate Quota (TRQ) License/Certificate issued by the Director General of Foreign Trade (DGFT)	
	Copy of valid Import Export Code (IEC) issued by the Director General of Foreign Trade (DGFT)	
	All certificate documents need to stamped and signed by the authorised signatory	