IEC Registration Checklist - Free Checklist

Work through every item before submitting your application. Items marked done reduce rejection risk.

- [ ] PAN card of the business entity (firm/company)
- [ ] Cancelled cheque or banker certificate of the current account
- [ ] Registered office address proof (electricity bill / rent agreement)
- [ ] Class 3 Digital Signature Certificate (DSC) of the signatory
- [ ] Active email ID and mobile number for DGFT OTP verification
- [ ] Partnership deed / COI / LLP agreement (if applicable)
- [ ] Details of directors/partners and their DIN/DPSC
- [ ] Confirm no prior IEC exists against the same PAN
- [ ] Decide business bank account for forex transactions
- [ ] File ANF-2A on the DGFT portal and update profile annually (Apr-Jun)

Need help completing this filing?

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