

## **List of document and information**

### **Required to be kept handy for registration process**

#### Information:

- Customer ID with CO Dept of Bombay Chamber
- Membership No
- Company Name
- Import Export Code (IE Code)
- Registration No with Registrar of Companies or similar agency
- Date Of Registration
- GST No
- PAN No.
- Enterprise Size (small/ micro/ medium/ large)
- No. of Employees
- Address (Pin code, Country, State, City)
- Are You Located in a Special Economic Zone (SEZ)
- Contact (First Name, Last Name, Designation, E-mail ID, Phone No., Mobile No)
- Company Division
- Fees

#### Documents:

- A duly Signed and seal stamped COO Application Form or Digitally Signed COO Application Form
- Authorised User PAN / Aadhar Card [Only if Proprietary company]
- Address Proof (Utility bills such as electricity, water, and landline telephone bills (not older than two months)
- Registration Proof: Certificate of Incorporation OR Partnership Deed
- Import Export Certificate \*
- Company PAN Card \*
- GSTIN
- Indemnity Bond

In case, you have already submitted the Indemnity Bond, you may please re-share on this portal.

You may also arrange a new Indemnity Bond as per attached draft on stamp paper of Rs 200.