

Checklist — Documents Required for First-Time Exporters

Registrations and documents a company should have in place before its first export shipment

A. Statutory Registrations

- PAN Card of the company / firm
- GST Registration Certificate
- Import Export Code (IEC) issued by DGFT
- AD Code registration with Customs (through your bank)
- Registration-cum-Membership Certificate (RCMC) from the relevant Export Promotion Council, if claiming export incentives
- Current bank account in the name of the exporting entity

B. Shipment-wise Documents

- Export Order / Purchase Order / Letter of Credit from the buyer
- Commercial Invoice
- Packing List
- Shipper's Letter of Instructions (SLI)
- Shipping Bill (filed electronically via ICEGATE)
- Bill of Lading / Airway Bill
- Certificate of Origin (where required by the buyer/destination country)
- Insurance Certificate (if under CIF/CIP terms)
- Product-specific certificates, if applicable (Phytosanitary, Fumigation, Quality/Inspection Certificate, etc.)

This checklist is indicative and general in nature. Requirements vary by product, destination country, and payment terms — please confirm the exact document set for your shipment with our team.