

DOCUMENTS REQUIRED

A. Merchant Exporter

1. Certificate of Import-Export Code issued by DGFT (IEC)
2. PAN card
3. GST certificate (If not available, self declaration for not having GST)
4. Bank Report in the prescribed format (in bank's letter head) duly signed and sealed by the Bank
5. Documents regarding the constitution of the firm ie; Partnership deed, Memorandum and Article of Association (MoA & AoA), Certificate of Incorporation (CoI), Certificate issued by Registrar of Co-operative Society etc. & List of present Directors/Partners with contact details
6. If the applicant is an employee of the company and the particular person is other than the IEC holder, an authorization letter should be obtained from the Director /Partner/Proprietor stating that they have authorized the employee to apply for CRES

B. Manufacturer Exporter

1. Certificate of Import-Export Code issued by DGFT (IEC)
2. PAN card
3. GST certificate (If not available, self declaration for not having GST)
4. Bank Report in the prescribed format (in bank's letter head) duly signed and sealed by the Bank
5. Documents regarding the constitution of the firm ie; Partnership deed, Memorandum and Article of Association (MoA & AoA), Certificate of Incorporation (CoI), Certificate issued by Registrar of Co-operative Society etc & List of present Directors with contact details
6. If the applicant is an employee of the company and the particular person is other than the IEC holder, an authorization letter should be get from the Director /Partner/Proprietor stating that they have authorized the employee to apply for CRES
7. MSME/Udyog Aadhar/Udyam registration certificate in which, the name of spice should be mentioned
8. Valid FSSAI/Pollution Control Board certificate (Address of processing unit should be mentioned in the FSSAI/ certificate issued by Pollution Control Board)
9. Valid Lease deed/Rent agreement – If the processing unit is rented or leased

Details of documents based on the constitution of the firm is given below

Constitution type	Document to be uploaded
Proprietorship	No separate document in proof of constitution
Hindu Joint Family	Deed
Partnership	Partnership deed with the details of current Partners.
Co-op. Society	Registration Certificate/document issued by the Registrar of Cooperative Societies
Private/Public Limited Company	Memorandum of Association (MoA), Articles of Association (AoA), Certificate of Incorporation

Optional

In order to avail further facilities by the exporters, the following documents may be uploaded, if available

1. Quality Certification: HACCP/ISO/BRC etc
2. Certification by DGFT: Star Trading/
3. Certification by Customs: Factory Stuffing/Self sealing
4. Certification by Plant Quarantine: Ware House certification
5. Certification by EIA: IPQC