

# IMPORT EXPORT CODE REGISTRATION

Import Export (IE) Code is a registration required for persons(individual/entity/firms) importing or exporting goods and services from India. IE Code is issued by the Directorate General of Foreign Trade (DGFT), Ministry of Commerce and Industries, Government of India. IE Codes when issued can be used by the entity throughout its existence and doesn't require any renewal or filing.

**We can get the IE Code by filing following documents with the concerned Department:**

1. Copy of PAN Card-Individual/firm/company
2. Copy of Property papers (If owned property)/ rent agreement
3. Copy of Property papers (If owned property)
4. Cancelled cheque of firm
5. Electricity/ water bill (Business Place)
6. Telephone Bill in the name of the business
7. Certificate of incorporation (In case of company)
8. Copy of Service Tax returns (In case of Proprietorship)
9. Bank statement of firm/company
10. AOA and MOA (In case of company)