

**List of Suggestive Documents for seeking modification in e-IEC.**

**Upload only relevant document/s corresponding to the change/s sought in the application for modification in IEC. A suggestive list of documents is tabulated below:**

A	<b>Proprietorship</b>	<ul style="list-style-type: none"> <li>• Modification in PAN details( not number) : Copy of modified PAN card of the Proprietor.</li> <li>• Modification/Change in name &amp; address of Proprietor: Copy of Passport (first &amp; last page)/Voter's I-Card/ UID (Aadhar card) (any one of these).</li> <li>• Change in entity's address: Sale deed in case business premise is self-owned; or Rental/Lease Agreement in case office is rented/ leased; or latest electricity / Landline/ Mobile telephone bill</li> <li>• Change in Bank Details: Bank Certificate as per ANF2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.</li> <li>• Any statutory document substantiating any other change sought in IEC.</li> </ul>						
B	<b>Partnership firm</b>	<ul style="list-style-type: none"> <li>• Modification/ Change in name as in PAN details ( not number): Copy of modified PAN card of the applicant entity.</li> <li>• Modification/Change in Partner: (i) Copy of Partnership Deed; (ii) Updated Copy of Passport of the Managing Partner (first &amp; last page)/Voter's I-Card/ UID (Aadhar card) (any one of these).</li> <li>• Change in entity's address: Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity / Landline/ Mobile telephone bill</li> <li>• Change in Bank Details: Bank Certificate as per ANF2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.</li> <li>• Any statutory document substantiating any other change sought in IEC</li> </ul>						
C	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="240 1294 505 1346"><b>LLP firm</b></td> </tr> <tr> <td data-bbox="240 1346 505 1420"><b>Government Undertaking</b></td> </tr> <tr> <td data-bbox="240 1420 505 1494"><b>Public Limited Company</b></td> </tr> <tr> <td data-bbox="240 1494 505 1568"><b>Private Limited Company</b></td> </tr> <tr> <td data-bbox="240 1568 505 1641"><b>Section 25 Company</b></td> </tr> <tr> <td data-bbox="240 1641 505 1912"><b>One Director Company</b></td> </tr> </table>	<b>LLP firm</b>	<b>Government Undertaking</b>	<b>Public Limited Company</b>	<b>Private Limited Company</b>	<b>Section 25 Company</b>	<b>One Director Company</b>	<ul style="list-style-type: none"> <li>• Modification/ Change in name as in PAN details ( not number) : (i) Copy of modified PAN card of the applicant entity. (ii) Changes as incorporated in Certificate of incorporation issued/modified by the RoC, if applicable;</li> <li>• Modification/Change in Designated Partner/Director: (i) Updated Copy of Passport (first &amp; last page)/Voter's I-Card /UID (Aadhar Card) (any one of these) of the Designated Partner/Director (ii) DIN Details as in the Ministry of Corporate Affair's website</li> <li>• Change in entity's address: Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity / Landline/ Mobile telephone bill</li> <li>• Change in Bank Details: Bank Certificate as per ANF 2A (I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.</li> <li>• Any other change: Any statutory document substantiating change sought in IEC.</li> </ul>
<b>LLP firm</b>								
<b>Government Undertaking</b>								
<b>Public Limited Company</b>								
<b>Private Limited Company</b>								
<b>Section 25 Company</b>								
<b>One Director Company</b>								

<b>D</b>	<b>Registered Society</b>	<ul style="list-style-type: none"><li>• For change in Secretary or Chief Executive/ Managing Trustee : Updated Copy of Passport (first &amp; last page)/Voter's I-Card /UID (Aadhar Card) (any one of these) of the Secretary or Chief Executive/ Managing Trustee</li></ul>
	<b>Trust</b>	<ul style="list-style-type: none"><li>• Modification/ Change in name as in PAN details (not number): Copy of modified PAN card of the applicant entity.</li><li>• Change in entity's address: Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity / Landline/ Mobile telephone bill</li><li>• Change in Bank Details: Bank Certificate as per ANF2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.</li><li>• .Any other change: (i) Registration Certificate of the Society / Copy of the Trust Deed; (ii) Any statutory document substantiating change sought in IEC..</li></ul>
<b>E</b>	<b>HUF</b>	<ul style="list-style-type: none"><li>• For change in Karta:</li><li>• Updated Copy of Passport (first &amp; last page)/Voter's I-Card/ UID (Aadhar card) (any one of these) of the Karta.</li><li>• Modification/ Change in name as in PAN details ( not number) : Copy of modified PAN card of the Karta.</li><li>• Change in entity's address: Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity / Landline/ Mobile telephone bill</li><li>• Change in Bank Details: Bank Certificate as per ANF2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.</li><li>• Any statutory document substantiating any other change sought in IEC.</li></ul>

ANF-2A(i)

**FORMAT OF BANK CERTIFICATE FOR ISSUANCE OF IEC**

(To be issued on the official letter head of the Bank)  
(Name of the bank/branch address detail)

Ref No. ....

To

Office of the Regional Authority of DGFT

.....  
.....  
.....

(please fill in the address of the concerned jurisdiction Regional Authority)

Sir/ Madam

It is certified that M/s. (Name of the account holder)\*.....  
..... whose address as per the bank records is  
.....  
is/ are maintaining a Savings Bank Account / Current Account (tick whichever is applicable) No.  
.....with us, since .....

Affix  
Passport  
Size  
Photograph of  
the authorised  
account  
holder\*

**Note:**The photograph as affixed and attested is of the account holder\*\*. [This does not apply in cases where the account holder is an institute/ company (LLP/ Private/ Public/Govt. Undertaking / Section 25 Company)]

(Signature of the issuing authority)  
(Not below the rank of Manager)

Name.....  
Designation .....  
IFS Code of the issuing bank: .....  
Email id of the bank:.....

Date:  
Place:

(Banks'  
Stamp)

\* Name and Address of the account holder is as per the records maintained by the bank.

\*\*Account holder is the signatory applicant in the application form for Importer Exporter Code (IEC)

