

Format of Request for AD code (To be printed on Exporter Letter Head)

Date:

To, Branch Manager,
XYZ Bank Bank
Address

Subject - Request for Authorised Dealer code (AD code) for reporting in AIR / SEA
Customs Dept.

Sir / Madam,

I undersigned having my current account no XXXXXXXXXXXXXXXX with your Bank
would like to Export Material to Foreign Country. For above purpose, I need Your
AD code and other Details for registration with custom department as per
attached format.

Thanking you in anticipation,

Party Name

Authorised signatory Name, Sign and Stamp.

Format of Request for AD code (To be printed on Bank Letter Head)

To,
Deputy Commissioner of customs
Export Department
Nhava Sheva

Dear Sir,

Subject: - AD Code Registration Letter (IEC No- XXXXXXXXXXXXX)

We hereby certify that M/s ----- holder of IEC No- XXXXXXXXXXXX is having a current account with our branch.

Account Details:

Account Name: M/s Shipper / Exporter / manufacturer name
Account No: XXXXXXXXXXXXXXXXX
Type Of Account : ----- Account
IFSC code: XXXXXXXXXXXX
Branch Address: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Tel No : XXXXXXXXXXXXXXXX
Email Id : XXXXXXXXXXXXXXXX

Bank Details:

Our Authorised Dealer Code: -----

Our Authorised Dealer (Bank) Address : XXXXXXXXXXXXXXXX
IFSC code: : XXXXXXXXXXXXXXXX
Tel No : XXXXXXXXXXXXXXXX
Email Id : XXXXXXXXXXXXXXXX

Please note that the above mentioned AD CODE belongs to ----- Branch of ----- (Bank Name)

This certificate is issued at the request of M/s ----- to enable them to register their name with you for the purpose of export.

Format for submitting bank Details (To be typed on Exporter Letter Head)

DATED: 03 March, 2016

We are furnishing below our Bank Related Information's for EXPORT Purpose.

IEC NO: xxxxxxxxxxxxxxxxx

IFSC CODE NO: XXXXXXXXXXXX

BANK NAME : - XYZ Bank BANK ACCOUNT NO: XXXXXXXXXXXX

I declare that the above particulars are correct. Shipper/Manufacturer/

Authorised Signatory

Name Sign & Stamp

Date: 03 March, 2016

We confirm that the above details are Correct.

Signature of Bank Official with Seal

Letter Format Should be on Exporter / Manufacturer's Letter Head

To,
Deputy Commissioner of customs
Export Department
Nhava Sheva

Dear Sir,

Sub- Registration of AD code /IFSC code

With reference to the Above, We are enclosing the following document for AD/
IFSC code registration.

1. Copy of IEC
2. Copy of Pan card
3. Original Letter of Bank AD code
4. Bank Attested IFSC code letter
5. Request Letter

Kindly Register the same at the earliest and oblige.

Thanking You,

Yours Faithfully,
Natraj Moulders

Authorised Signatory Name, Sign and Company Stamp

ANNEXURE-A

BANK AUTHORISATION LETTER

Reference to Public Notice No 65/2023 Dated 31.07.2023 Read with CBIC Instruction No.25/2023- Customs dated 28.7.2023 and Public Notice 79/2020- Dated-08.07.2020, JNCH, Nhava-Sheva, Raigad (Maharashtra)

It is certified that _____ having address _____ of account Holder _____ is holding Current Account Since _____ with our branch. It also certified that the above mentioned name address and partner details are matching with IEC Number _____. The Information of IEC Holder, Bank account details are as under:-

1. Name of the Exporter & Exporter Address:
2. Exporter Address:
3. IEC No. issued by DGFT to the said exporter:
4. Pan associate with said IEC No.:
5. Bank Account number associated with said IEC No.:
6. Name of the holder of said Bank Account No.:
7. PAN Linked with the said Bank Account is same as the PAN linked with said IEC No.:
8. Bank AD Code/ IFSC Code, as the case may be:

Details of Bank where the Said Bank Account No. is held-

- Name of the Bank:
- Name of Branch:
- Address of Branch:
- Official email id of branch
- Contact number of branch:
- Name & Code of Issuing Authority:

Name & Signature of issuing authority
Bank stamp

Note: Email the Bank Authorisation Letter from bank branch mail id to edi@jawaharcustoms.gov.in for registration said AD Code/IFSC with Bank account with Customs for remittance /drawback/IGST refund.