

This Format of Request for AD code to Bank should be on Shipper / manufacturer / Exporter Letter Head

Separate Request letter should be given for AIR and Sea.

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 XXXXXXXXXXXXXXX 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. (We can send Format in SOFT form both AIR and Sea , so as to reduce Bank Typing work, Hard Copy to be attached , They may Ask for it)

Thanking you in anticipation,

Party Name

Authorised signatory Name, Sign and Stamp.

This format should be 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: XXXXXXXXXXXXXXXXXXXX

Type Of Account : ----- Account

IFSC code: XXXXXXXXXXXXX

Branch Address: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Tel No : XXXXXXXXXXXXXXXX

Email Id : XXXXXXXXXXXXXXXXXXXX

Bank Details:

Our Authorised Dealer Code: -----

Our Authorised Dealer (Bank) Address : XXXXXXXXXXXXXXXXXXXX

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.

This matter to be typed on Shipper / Manufacturer letter head

DATED: 03 March, 2016

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

IEC NO: xxxxxxxxxxxxxxxxxxxx

IFSC CODE NO: XXXXXXXXXXXX

BANK NAME : - XYZ Bank

BANK ACCOUNT NO: XXXXXXXXXXXX

I declare that the above particulars are correct.

Shipper / Manufacturer / Party name

Authorised Signatory Name Sign & Stamp

Date: 03 March, 2016

We confirm that the above details are Correct.

Signature of Bank Official with Seal

To,

Deputy Commissioner of customs
Export Department
Nhava Sheva

Sub: Authority Letter for Filing AD Code

Dear Sir/ Madam,

We are authorizing to M/s. -----as our Agent CHA NO. ----- To submit
our AD code Registration Letter.

We request you to kindly accept and acknowledge the same.

Thanking you,

For Party Name

Authorised Signatory name and Sign and Company Stamp

This Covering Letter Format Should be on Shipper / 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