

Checklist of Documents required to be submitted alongwith Annexure - I and II		
Sno	Document description	Enclosed
1	Notorised copy of valid regular CHA licence.	
2	If CHA is registered with Bhopal customs, Copy of CHA license as endorsed by Bhopal Customs.	
3	Chartered Accountant (CA) certificate for - Turnover, Current ratio, Positive Net-worth and experience of handling at least 25 Bills of Entry for last three years.	
4	Solvency certificate from bank	
5	Permanent Account No. (PAN) & copy of PAN Card.	
6	GSTN registration certificate.— Copy	
7	Proof of office near Mandideep Enclose Rent agreement / Rent Receipt/Ownership documents/Lease document/ Telephone/Electricity bill etc. for Office address (If documents in the name of individual, relationship of such individual to the CHA may please be mentioned.)	
8	Proof for ICEGATE connectivity	
9	Udyog Aadhar Memorandum (UAM) for Micro & Small Enterprises (MSE) vendors	
10	Trade Licence under shop and establishment act. — Copy	
11	Notarised copies of the following documents as applicable:	
	Power of attorney & copies thereof	
	Memorandum of Articles of Association	
	Certificate of incorporation	
	Partnership Deed	
	Municipal Trade Licence.	
12	Self attested copy of CHA association Registration Certificate	
13	Undertaking from the authorised representative of CHA that all the statutory acts, rules & regulations applicable to Central /State govt. are being and will be followed by them in course of their operations.	
14	Undertaking for employing qualified persons for Customs clearance on behalf of BHEL.	