

Document Checklist for LMPC Registration with Application Form - Importer - For Maharashtra

1. **PAN Card Copy** (Proprietor PAN in case Proprietorship Company/Company PAN in case Partnership/LLP/Pvt. Ltd./Ltd.).
2. **DOCUMENT RELATED TO REGISTERED ADDRESS-** Certificate of registration of Industry/Registration under Shops and Establishments Act/ Authentic document issued by Government or Local Body. (Eg. GST Certificate/Shop License/MSME Certificate)
3. **DOCUMENT RELATED TO IMPORT PREMISES** - Authentic document issued by Government or Local Body (Eg. GST Certificate/Shop License/MSME Certificate/Factory License/Pollution License/Registered Rent Agreement)
4. **DOCUMENT RELATED TO TYPE OF CONSTITUTION - Any one whichever applicable**
 - a) Authentic document regarding Proprietorship (GST Certificate)
 - b) Partnership deed
 - c) Certificate of registration of Company (Certificate of Incorporation) along with list of directors on company letter head with address and contact details of directors (in case of Pvt. Ltd or Ltd firm)
 - d) Certificate of registration of Company (LLP Certificate) along with list of Partners(in case of Limited Liabilities Partnership)
 - e) List of Committee member(in case of Society)
 - f) Responsible Person (in case of Government).
5. **IEC REGISTRATION CERTIFICATE**
6. Signature of Applicant (in jpg)
7. Partners/Directors PAN & Aadhar Card (if applicable)

Note: All documents should be Self-attested (Stamp and sign by Applicant)

Application Form

Sr. No.	Requirement	Details to filled
1	Name and Designation of Applicant (applicant should be proprietor/Partner/Director/Committee Member/ Responsible person in case Government firm)	
2	PAN / Aadhar Number of the all Concerns.	
3	Name of applicant Firm	
4	Registered address of the applicant firm	
5	District	
6	Pin Code	
7	Type of constitution	
8	PAN no of the Firm (If the firm is proprietary, then of Proprietor else of the applicant firm)	
9	Name and Aadhar / PAN number of Proprietor/Partners /Directors/Chairmen and Secretary in case of Society or Government Firm/ Nominated person	
10	Address of the premises where the package commodities to be Import	
11	Name of the Packaged commodities to be Imported.	
12	IEC registration number	