

(On the Letter Head of the customer)

**KNOW YOUR CUSTOMER FORM**

|                         |  |   |
|-------------------------|--|---|
| <b>Date:</b>            |  |   |
| <b>Branch Location:</b> |  | <b>Division of Company:</b>                                       |
| <b>A.</b>               | <b>Business Entity Details</b>   | <b>(To be Filled by Client)</b>                                   |
| 1                       | Name of Company  |   |
| 2                       | Address of Company   |   |
| 3                       | Entity Type (Tick as Applicable)   | Forwarder/Shipper/Consignee/CHA                                   |
| 4                       | Constitution (Tick as Applicable)  | Private Limited/Public Limited/LLP/Partnership/<br>Proprietorship |
| 5                       | Company Landline   |   |
| 6                       | Company Mobile No.   |   |
| 7                       | Company Website Address  |   |
| 8                       | Registered Address   |   |
| 9                       | Date of Establishment  |   |
| 10                      | Name, Address of<br>Shareholders/Directors/Partners with<br>Mobile No/ Tel. Nos. & E-Mail address: |   |
| 11                      | No. of Employees   |   |
| 12                      | Company Premises (Tick as Applicable)  | Owned/Rented  |
| 13                      | Details of Branch Offices of the Company   |   |
| 14                      | Names of Group Companies (Subsidiary<br>Companies of Parent where the Directors<br>are common)     |   |

|                              |  |   |
|------------------------------|--|---|
| 15                           | Name of Bankers/Branch/Account No.<br>(Please provide details of your Principal Bankers) |   |
| <b>B. Business Details</b>   |  |   |
| 1                            | Nature of Business   |   |
| 2                            | Industry type (e.g. Chemicals, Pharma, Foodstuff etc.)                                   |   |
| 3                            | Annual Volume in TEUs  |   |
| 4                            | Sales Turnover P.A. of the Company   |   |
| 5                            | Names of Commodities   |   |
| 6                            | Country of Import/Country of Export  |   |
| 7                            | Approximate Committed Monthly Volumes to Swift Cargo in terms of TEUs & No. of Shipments |   |
| <b>C. Management Details</b> |  |   |
| 1                            | Name of Finance Head, Designation & Contact Details                                      |   |
| 2                            | Person to Contact (POC) in Accounts Payable, Designation & Contact Details               |   |
| 3                            | Name & Contact of Decision Maker or Person interacting on day-to-day basis for Business  |   |
| <b>D. Statutory Details</b>  |  |   |
| 1                            | CIN No. (For Public Limited, Private Limited & LLP)                                      | CIN No. _____ ROC Copy Attached: Yes/No                     |
| 2                            | Permanent Account No. (PAN)<br>(Attach PAN Card copy)                                    | PAN No. _____ PAN Copy Attached: Yes/No                     |
| 3                            | Tax Deducted Number (TAN)<br>(Attach TAN Card copy)                                      | TAN No. _____ TAN Copy Attached: Yes/No                     |
| 4                            | Goods and Service Tax Registration No.<br>(Attach copy of GST certificate)               | GST Rgn. No. _____<br>GST Certificate Copy Attached: Yes/No |
| 5                            | Import Export Code No. (IEC)<br>(Attach copy of IEC certificate)                         | IEC No. _____<br>IEC Certificate Copy Attached: Yes/No      |
| 6                            | 2 years Financial Statements attached<br>(Tick as Applicable)                            | Yes/No  |

**Note:** KYC is Mandatory as per Public Notice of OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT), F. No. SG/MISC- 36/2011-12/SIIB Export JNCH Date: 02. March 2012 PUBLIC NOTICE NO. 17/2012.

Official use only:

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**Authorised Signatory/Company Stamp of Swift Cargo**