

Step-by-Step Process for Registration & Documentation

1. Obtain Importer-Exporter Code (IEC) from DGFT

The IEC (Importer-Exporter Code) is a mandatory license for businesses engaged in international trade.

Steps to Apply for IEC:

1. Visit DGFT Website: Go to DGFT Portal and log in or create an account.
2. Fill the Application Form (ANF-2A): Enter business details like Name, PAN, Address, and Bank details.
3. Upload Documents:
 - * PAN Card of the business/individual
 - * Aadhaar Card or Passport
 - * Business Address Proof (Electricity bill/Rent agreement)
 - * Bank Certificate or Canceled Cheque
4. Pay Fees: ₹500 (online payment).
5. Receive IEC Certificate: Approved IEC is sent digitally via email.

https://drive.google.com/file/d/1VaFOdE25FsJeXetbsdxqBM3hTnaYNLSY/view?usp=drive_link

2. Register with Export Promotion Council for Handicrafts (EPCH) (If Needed)

For businesses exporting handicrafts, registration with EPCH is beneficial.

Steps to Register:

1. Visit EPCH Website and go to the "Membership" section.
2. Fill Out the Application Form with IEC, GST, PAN, and Business Details.
3. Upload Documents:
 - * IEC Certificate
 - * GST Certificate
 - * PAN Card
 - * MSME Registration (if applicable)
 - * Bank Certificate / Cancelled Cheque
4. Pay Membership Fee (Varies based on turnover).

5. Receive Membership Certificate after verification.

<https://www.youtube.com/watch?v=74wjMPPknf8&t=467s>

Obtain Clearance from the Archaeological Survey of India (ASI) for Antiques

If exporting antiques older than 100 years, clearance from ASI is required.

Steps to Get ASI Clearance:

1. Prepare Documents:

- * Detailed description & photographs of the antique item.
- * Proof of age and authenticity (certification from a recognized expert).
- * Owner's identity proof.
- * IEC Certificate & Business Registration.

2. Submit Application to ASI:

- * Visit the nearest ASI office or apply via the Ministry of Culture.
- * Submit an application along with the required documents

[https://drive.google.com/file/d/1reNVq3XAOl6Q2PdtcbSQCwo8Ddzfljit/view?usp=drive link..](https://drive.google.com/file/d/1reNVq3XAOl6Q2PdtcbSQCwo8Ddzfljit/view?usp=drive_link..)

3. Inspection & Verification:

- * ASI officials will inspect the item and verify its historical value.
- * If approved, ASI issues a Clearance Certificate.

4. Customs Clearance:

- * Present the ASI Certificate along with other export documents at customs.
- * Customs will verify and allow export

Transportation:-

Things Bhutan Requires to Check for Art & Antiques Transport

- **Authenticity & Compliance:** Goods are inspected for genuineness and to ensure they meet Bhutanese import laws.

- **ASI Clearance:** If the item is an antique (older than 100 years), it requires clearance from the **Archaeological Survey of India (ASI)**.
- **Inspection at Customs:** Bhutanese customs will check the items for compliance before final clearance.

1. Easy to Import/Export

(Require standard documentation, fewer restrictions, and minimal inspections)

Modern Art & Collectibles

- Contemporary paintings, prints, and sculptures (not classified as antiques)
 - Handmade crafts (unless made from restricted materials like ivory)
 - Posters, decorative artifacts, and cultural souvenirs
- 📄 **Required Documents:** IEC, Commercial Invoice, Packing List, Certificate of Origin, GST Invoice

Common Handicrafts & Home Décor

- Wooden carvings (non-endangered wood)
 - Textile-based artwork (like carpets, wall hangings)
 - Pottery, ceramics, and metal crafts
- 📄 **Required Documents:** Same as modern art, plus an **EPCH Registration** (if applicable)

2. Medium Difficulty to Import/Export

(Requires extra verification, additional approvals, and moderate risk of customs holds)

Limited Edition Prints & Collectible Artwork

- Signed artwork, lithographs, and limited edition prints
 - Requires proof of authenticity to avoid counterfeits
- Required Documents:** Standard docs + authentication certificates

Antique Items (Less than 100 Years Old)

- Old coins, jewelry, statues, vintage furniture, rare books
 - Subject to inspection for authenticity and potential historical/cultural restrictions
- Required Documents:** Standard docs + additional customs clearance

Traditional Religious Artifacts

- Buddhist Thangka paintings, idols, temple-related artifacts

- Requires compliance with cultural heritage laws in Bhutan

Required Documents: Standard docs + Import Clearance from Bhutanese authorities

3. Difficult to Import/Export

(Highly restricted, require government approvals, extensive documentation, and often face strict international trade laws)

Antiques Older than 100 Years

- Includes paintings, manuscripts, sculptures, temple artifacts
- Requires **ASI Clearance Certificate** in India
- May need proof of non-heritage status in Bhutan

Required Documents: IEC, Commercial Invoice, ASI Clearance Certificate, Importer Declaration

Items Made from Restricted Materials

- **Ivory, bones, animal skins** (e.g., ivory carvings, taxidermy) → CITES Permit required
- **Endangered wood species** (e.g., rosewood, sandalwood carvings) → Forest Dept. Approval

Required Documents: CITES Permit, Additional Environmental Clearances

National Heritage & Archaeological Artifacts

- Items considered of **historical or cultural importance** may be **banned or require export licenses**
- Bhutan **strictly regulates religious and cultural heritage exports**

Required Documents: ASI Clearance, Heritage Export License, Bhutanese Customs Approval

Inspection & Verification by Bhutanese Customs

Customs officials check for:

Authenticity & Compliance: Ensure the items match their declared description.

Age & Classification: If marked as **antiques or cultural artifacts**, they undergo additional verification.

Legal Compliance: If the item falls under restricted categories (e.g., protected heritage), it may require **special permits** or be **denied entry**.

Additional Inspection Requirements:

- **Antiques & Collectibles (100+ years)** → Verified against Bhutanese heritage laws.
- **Religious Artifacts (Buddhist statues, Thangka paintings)** → Must comply with cultural export laws.
- **Environmental Restrictions** → Items made of **ivory, sandalwood, or animal parts** may require CITES clearance.

Payment of Bhutanese Import Duties (If Applicable)

- **Import duties depend on the item classification and the India-Bhutan Trade Agreement.**
- **Many Indian products enter Bhutan duty-free, but antiques or high-value artwork may be taxed.**
- **The importer must pay customs duties before final clearance.**

Final Clearance & Delivery

Once all documentation is verified and duties (if applicable) are paid, **Bhutanese customs gives final clearance.**

Goods are released for delivery to the importer in Bhutan.