



India International Chamber of Knowledge & Commerce (IICKC)

Empowering Global Trade Through Knowledge Partnerships

Documentation Required for Importing Goods into India

Importing goods into India requires compliance with customs, regulatory, and trade laws. Below is a comprehensive checklist of mandatory and conditional documents for importers. This reference guide is provided by India International Chamber of Knowledge & Commerce (IICKC) for MSMEs and businesses.

1. Mandatory Documents for All Imports

| Document | Issued By | Purpose | Mandatory/Conditional |
|--|-------------------------|--|-----------------------|
| Import Export Code (IEC) | DGFT | Authorization to import/export | Mandatory |
| Bill of Entry (BoE) | Indian Customs | Filed electronically for customs clearance | Mandatory |
| Commercial Invoice | Exporter | Declares product details, value, Incoterms | Mandatory |
| Packing List | Exporter | Provides packaging details (weight, volume, description) | Mandatory |
| Bill of Lading (Sea) / Airway Bill (Air) | Shipping Line / Airline | Proof of shipment & ownership of goods | Mandatory |
| Importer's Declaration | Importer | Compliance with Customs Act & regulations | Mandatory |



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2. Regulatory / Licensing Documents (as applicable)

| Document | Issued By | Purpose | Mandatory/Conditional |
|-----------------------------------|--|--|-----------------------------|
| Import License / Authorisation | DGFT | Required for restricted/prohibited goods | Conditional |
| Certificate of Origin (CoO) | Exporter's Chamber of Commerce/ Agency | Proof of origin, enables FTA duty benefits | Conditional |
| Insurance Certificate | Insurer | Covers loss/damage in transit | Conditional (CIF shipments) |
| Letter of Credit / Bank Documents | Importer's Bank (AD Bank) | Payment proof & RBI compliance | Conditional |

3. Special Certificates Depending on Goods

| Document | Issued By | Required For |
|---|----------------------------|---|
| BIS / ISI Certification | Bureau of Indian Standards | Electronics, engineering items |
| Health / Sanitary / Phytosanitary Certificate | Exporter's Govt. Authority | Food, agriculture, dairy, meat, plants |
| FSSAI Import Clearance | FSSAI | All food-related imports |
| Drug / Cosmetic License (CDSCO Approval) | CDSCO | Pharmaceuticals, cosmetics, medical devices |



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|---------------------------|------------|--|------------|--------------------------------------|
| Plant Certificate | Quarantine | Plant Authority | Quarantine | Seeds, wood, plants |
| Wildlife (CITES) | Clearance | Ministry of Environment & Forests | | Leather, exotic/wildlife products |
| Radio/Telecom Approval | WPC | Wireless Planning & Coordination Wing | | Wireless, telecom equipment |
| Textile Certificate | Committee | Textile Committee | | Textile imports |

4. Post-Clearance / Compliance Documents

| Document | Issued By | Purpose |
|---|-----------------------------|--|
| GST Registration Certificate | GSTN | To claim Input Tax Credit (ITC) |
| E-Way Bill / Transport Docs | GST Portal / Transporter | For movement of goods post- clearance |
| Warehouse Bill of Entry / Bond Documents | Indian Customs | For bonded warehousing |

Quick Reference – Core Documents (Always Needed)

- Import Export Code (IEC)
- Commercial Invoice
- Bill of Lading / Airway Bill
- Certificate of Origin (if FTA claimed)
- Bill of Entry (BoE)
- Packing List
- Insurance Certificate

Please contact us for specific information