

GENERAL COMPLIANCES FOR FOOD PRODUCTS EXPORTS

General

Documentation is an integral part of an export/import operation as it facilitates smooth delivery of goods and services to enable export/import business and realize payments in the global market. Whether you are new to the export business or already have an existing export business, at every stage you need to produce and submit documents. User of the information must always visit the websites of concerned regulatory authorities for updates and correct information. Refer to our Disclaimer Policy.

Please note that General Compliances is applicable to all and you need to look for specific compliances from APEDA, DGFT, Export Inspection Council, Directorate of Plant Quarantine, Customs and FSSAI and other related institutions.

Information on the above is provided separately under each of the Institutions

1. Legal entity:

- Individuals cannot export/import. There must be a legal entity to handle international trade. Registration by Registrar of Company such as ownership, private, limited, LLP; Cooperative, FPO, FPC, private and public sector organizations or any other entity legally registered under Indian Laws.

2. Bank account:

- Organization should have a Bank Account in its name to handle transactions as well as Income Tax PAN and GST registration.

3. Import/Export Code No:

- Import Export Code (IEC) is issued by Director General of Foreign Trade (DGFT) online based on PAN, Bank Account and Registration of company to handle international trade of any of the commodity including agricultural commodities
- IEC is issued online by DGFT. (www.dgft.gov.in). **Refer to DGFT Section**

4. Market access of product and confirm order from the importer:

- Before entering international trade, the exporter/food business operator should check with the respective Authority/Body/EPC regarding market access or specific conditions of the product to be traded in that specific country. The exporter/food business operator should also have a written confirmed order of the product intended to be traded.

5. Registration with respective Authority/body/EPC:

- The exporter/food business operator should be registered with respective Authority/Board/Export Promotion Council such as APEDA, MPEDA, Spices Board, Coffee Board, Tea Board, etc.as applicable to his product

6. FSSAI and other licenses:

- The exporter/food business operator should be registered either by Food Safety and Standards Authority of India (FSSAI) or relevant organization as per their operation. FSSAI license is issued by FSSAI Centrally as well as by State Governments such as Food and Drug Administration (State FDA).

www.fssai.gov.in . Refer to FSSAI Section

7. Proforma Invoice

- The first document in many cases is the proforma invoice, which will give the buyer all the information about the item, price, delivery, payment terms. etc.

8. Export Order/Purchase Order

- Based on the proforma invoice, the buyer places the order with the exporter, specifying their details and requirements, in the Purchase Order.

9. Commercial Invoice

- Once the goods are packed and ready, a Commercial Invoice is prepared by the exporter. The Customs counter signs it before shipping.

10. Packing list

- If there is more than one item to be exported, a packing list, listing the various items to be shipped, is mandatory.

11. Certificate of Origin

- The Certificate of Origin (COO) is a special document which provides information such as the country of the origin of the goods; that is the place where goods have been manufactured. It is an affidavit attached to the commercial invoice. The COO is generated for each item in the parcel.

12. Bill Of Lading

- Bill of lading is one of the essential documents in charge of export bound cargos. It is issued by the carrier to represent a contract and a receipt between the shipper and the carrier. Under this Bill, the carrier acknowledges that the goods have been received from the exporter in good condition and is ready to ship.

13. Letter of Credit:

- Although not part of the shipment process, a Letter of Credit is an essential document generated while honoring a buyer's purchase order. It is issued by the buyer's bank, which undertakes to pay you at the end of the credit period on behalf of the buyer. However, it is not required if the payment is in the Documents against payments or documents against acceptance modes.

14. Inspection/Quality check

- An importer can insist on inspection or QC of the goods before shipping to verify quality, as well as check for adherence to proper packing parameters. The exporter should keep documents verifying such fulfillment ready as well.

15. Marine Insurance policyIn case of Transport by Sea

- This is required for the safety coverage of the goods dispatched overseas through Vessels.

16. Mate's Receipt in case of Transport By Sea

- With documents like a Certificate of Origin, Commercial Invoice, Export Order, Letter of credit, Certificate of Inspection and Marine Insurance Policy in place, the cargo can enter the port and onto the dock. Once the shipment is loaded into the carrier, the Mate's Receipt is issued, confirming the same.

17. Airway Bill (AWB) or Bill of Lading (BL) In case of transport by Air

- An AWB or BL is issued by the carrier of the goods, after the C&F (Cost and Freight) agent hands over the Mate's Receipt to the carrier, who analyzes it against the cargo. A master AWB/BL is issued by the main carrier of the goods while a House AWB/BL is issued by the freight forwarder.

18. FEMA Declaration for exporters

- This declaration is a requirement which replaced the erstwhile Self-Declaration Form, as per the notifications of Indian Customs, indicating the exporter's agreement to adhere to the tenets of the Foreign Exchange Management Act (FEMA), 1999.

19. Shipping bill

- This is a Customs document which can be generated from the dedicated portal electronically. All exporters must submit this document to acquire clearance for exports from Customs.

20. Let Export Order

- The LEO is issued by the Customs officer after the completion of export customs clearance procedures. It is proof that all export Customs formalities have been completed.

21. Export General Manifest

- The Manifest is filed by the shipping carrier after the movement of goods from the exporting country. It is registered with Customs and initiates the generation of the official proof of export, i.e. the export promotion copy of the shipping bill.

Always visit the relevant websites and contact the offices for correct and latest information

Refer to our Disclaimer Policy

