



The Export Heroes

Export Documentation Checklist

This document lists out all the necessary documents required in the operation of an export business in India with their sources.

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Commercial Invoice:

A detailed document specifying the transaction details, including the description, quantity, price, and terms of sale of the exported goods.

Source: The Export Heroes

Proforma Invoice:

A preliminary invoice provided to the buyer before the shipment of goods, outlining the terms, prices, and other details of the transaction.

Source: The Export Heroes

Packing List:

An itemized list detailing the contents of each package, including the quantity, weight, and dimensions of the goods.

Source: The Export Heroes

Registration Cum Membership Certificate (RCMC):

RCMC refers to a certificate issued by an Export Promotion Council (EPC) or a Commodity Board in India.

The RCMC serves as proof of registration of an exporter with a particular EPC or Commodity Board. It indicates that the exporter is a registered member of that council or board and is eligible to avail of various benefits, incentives, and schemes provided by the government for promoting exports of specific products or industries.

Source: Export Commodity Board/Promotion Council

Certificate of Origin:

A document certifying the origin of the goods, often required for customs clearance and to qualify for preferential trade agreements or tariffs.

Source: [DGFT](#)

Bill of Lading/Airway Bill:

A document issued by the carrier confirming receipt of the goods for shipment, serving as a contract of carriage and a receipt of goods.

Source: Vessel Operator/Freight Forwarder/Logistics Partner

Export License:

If applicable, a permit issued by the exporting country's authorities authorizing the export of specific goods, especially for controlled items like firearms, hazardous materials, or certain technologies.

Source: Indian Customs

Phytosanitary Certificates:

Phytosanitary certificates are issued for agricultural products which confronts the standards of the products to the importing country.

Source: Plan Protection, Quarantine & Storage Department

Insurance Certificate:

Proof of insurance coverage for the exported goods during transit, providing protection against loss, damage, or theft.

Source: Third Party Insurance Agencies

Certificate of Inspection:

A document certifying that the goods meet specified quality and safety standards, often required by the importing country's authorities.

Source: Licensed Inspection Agency

Export Declaration/Form:

A declaration of the exported goods submitted to the relevant authorities for statistical purposes and compliance with export regulations. This document is not mandatory but to be provided if needed

Source: Export Company Letterhead

Letter of Credit (if applicable):

A financial document issued by a bank guaranteeing payment to the exporter upon presentation of specified documents, providing security for the transaction.

Source: Importer and Exporter's Banks

Export Packing Declaration:

A statement from the exporter confirming that the goods are packed according to applicable regulations and standards. This document is required only if the importer requests it.

Source: CHA will get this done

Export License (if applicable):

Some goods may require an export license from the exporting country's authorities before shipment.

Source: Indian Customs/Export Boards