



CARGO CUSTOMER EMPANELMENT CRITERIA/CHECKLIST

COMPANY NAME _____

	Yes/No
1. Covering Letter of request.	<input type="checkbox"/>
2. Certificate of Incorporation / Registration by the Registrar of Companies or Equivalent Authority	<input type="checkbox"/>
3. CA letter confirming the Share Holding/Ownership of the agency	<input type="checkbox"/>
4. ID Proof of all directors (Passport/Driving License/UID Card)	<input type="checkbox"/>
5. PAN Number of the agency (certified copy of the Same to be enclosed)	<input type="checkbox"/>
6. ITR (Last Two years)	<input type="checkbox"/>
7. IATA Accreditation Certificate (Current)	<input type="checkbox"/>
8. Authorised Signatory Details	<input type="checkbox"/>
9. Bank Details & Cancelled Cheque	<input type="checkbox"/>
10. Valid Company Address & Contacts Details (Telephone/Electricity Bill/Lease Agreement for Rented Premises)	<input type="checkbox"/>
11. Visit to Office Premises by IGAT Staff.	<input type="checkbox"/>
12. Dangerous Goods Certified Staff.	<input type="checkbox"/>
13. Financial Bank Statement for last 12 Months	<input type="checkbox"/>
14. Breakdown of Sales figures on the Airline for The past 12 months.	<input type="checkbox"/>
15. AWB Stock on other Carriers	<input type="checkbox"/>
16. Tonnage/Revenue Commitment	<input type="checkbox"/>

Remarks (Exceptions/Justifications)

Proposed By: _____

Approved by Product Head: _____

Verified By Finance: _____

Notes:

- It is mandatory for the qualifying customer to meet a minimum of 13 out of the 16 criteria.
- Parameters No's:1,2,4,5,6,7,8,9,10,12,14,15 & 16 are compulsory criteria for a customer to qualify.
- In case of any deviations in terms of waiver of criteria for a customer. The proposer and approver are required to give necessary justification under remarks.