

# UTOPIA FRIEGHT LOGISTICS PVT. LTD.

412, Jaina Tower-1, District Center, Janak Puri New Delhi-110058  
Tel: 91-11-5537085, 5537089, 5587029, Fax: 91-11-5537085  
E-mail : utopia2vsnl.com, Website : www.utopialogistics.com



## CHECK LIST OF DOCUMENTS

### EXPORTS

	Yes	No	Remarks
1. Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Packing List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Preform Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Photocopy of L/C or Buyer Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. P/Copy of Inspection visit by Griffith, SGS or any other inspection agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. P/Copy of Human Consumption Certificate(5 No s) issued by ITL Labs if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. SDF Certificate / GR -1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. ARE-1 in original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Authorization Letter from Shipper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. IEC Original Or Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. A Certificate from original(A.D.Code)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Certificate of Origin/PHD Chamber of Commerce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Shipping Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. DEEC / DECPB / EPCG Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### IMPORTS

1. Letter of authority in favour of M/s Utopia Frieght Pvt. Ltd. for collecting documents/delivery order from concerned Airline/Agent and to organize Custom Clearance on your behalf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Import Declaration form duly signed/stamped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Catalogue / Literature /Technical description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Place of Delivery & Mode of Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Any other related documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Invoice/Price List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Importer Exporter Code No./Previous Bill of Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Certificate of Origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. AWB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. B/L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Tarriffic Structures/ Shipping Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**UTOPIA - A LOGISTICS & FRIEGHT MANAGEMENT COMPANY**