

IAP 2016 DOCUMENT CHECKLIST

Note: Please attach this checklist with every claim.

NO.	DOCUMENT	ORIGINAL DOCUMENTS (Compulsory)	CERTIFIED TRUE COPIES (Compulsory)	REMARKS
A	COMPANY COVER LETTER <i>(from your company)</i>			
B	DOCUMENTS REQUIRED			
1.	Purchase Order/Contract			
2.	Bill of Lading			
3.	Custom Official Receipt <i>(if any)</i>			
4.	Custom Declaration Form <i>(K1)</i>			
5.	Special Calculation of Import <i>(if any)</i>			
6.	Supplier's Invoice			
7.	Packing List			
8.	Forwarding Invoice(s)			
9.	Ocean Freight Invoice(s)			
10.	Terminal Operators' Invoice(s)			
11.	Land Transportation Invoice(s)			
12.	Self Declaration Letter <i>(if any)</i>			

IMPORTANT NOTES:

1. Original documents and certified true copy documents should be stapled or clipped separately.
2. All documents submitted are to be sorted according to the above checklist.
3. Incomplete submission may result in the delay of payment reimbursement.