

(On Importer / Exporter Letter Head)

Date :

To
Dy. Commissioner of Customs
Jawahar Custom House
Nhava Sheva

Dear Sir,

Sub : First Time Import / EXPORT

Ref : S/B OR B/E No. _____ Dt. _____

With reference to the above, we are enclosing following documents for first time Import / EXPORT

1. Copy of IEC Code
2. Copy of PAN Card
3. Copy of VAT Registration (FORM NO.102)
4. Copy of Income Tax Return File
5. Copy of Balancesheet
6. Certificate from the Bank with whom the Bank Account is being maintained by the importer certifying the signatures, name and address of the importer.

Further, we hereby authorized our CHA M/s. _____ (11 / _____)
(_____) to handle all necessary custom formalities on our behalf. We hereby once again request your goodselves to kindly clear the consignment as early as possible.

Kindly do the needful and oblige.'

Thanking you,

Yours faithfully

For

Authorised Signatory