

(ON IMPORTER'S Letter Head)

To,
Dy Commissioner of Custom

Date :

Ref.: Import consignment of _____ per S.S. _____

Vide Bill of Lading Nos. _____

Dear Sir,

With reference to above we hereby authorized M/s. _____

having address _____

as our Clearing Agent having CHA no.: _____ & 11 / _____ for all the clearance of the above mentioned import consignment. We enclosed herewith relevant papers as following:

1. Invoice
2. Packing List
3. Cert. of Origin
4. Insurance policy
5. L/C Copy
6. Indent Copy
7. B/L Copy
8. Import Code No.
9. Pan No.
10. 'N' Form U/T
11. DEEC/DEPB/DFRC/DFIA LICENCE
12. 'N' Form Duly Signed
13. Literature /Catalogue / Write-up
14. Custom Declaration as required duty signed & stamped by us.

You are requested to send us declaration and other papers for our signature and please file the documents. We will pay your Clearance Charges, Custom Duty and other Docks expenses as applicable. We understand that you will arrange Dock Delivery and please be informed that we will give delivery instruction when the goods are ready for delivery. We abide to pay testing charges if any incurred during the process of clearing and agree to pay the service tax charges as applicable.

We also hold ourselves responsible for making payment of customs and other charges as and when properly demanded by the customs subsequent to the clearance of the goods for home consumptions. We hold ourselves responsible as to the truth of the contents of bill of Lading, Invoice, Packing List, COA & Licence and all the respective documents submitted herewith in connection or clearance of the said consignment.

Thanking You,

Yours Faithfully,