

## APPLICATION FORM FOR OBTAINING CHANGE IN LOCATION OF THE UNIT

*Note:-1> Refer the General Instructions and terms and conditions of the Foreign Trade Policy (1<sup>st</sup> September 2004 to 31<sup>st</sup> March 2009) and Hand Book of Procedures Vol.-I (1<sup>st</sup> September 2004 to 31<sup>st</sup> March 2009) before filling up this application.*

*2> Please submit this application complete in all respect.*

M/s. \_\_\_\_\_ intend to change the unit's location at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ from the existing unit's location at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. The relevant documents viz, **blueprint of floor plan in triplicate, Lease agreement valid for 5 years or ownership deed in case of own premises and private bonded warehouse license of existing location is enclosed herewith.** The relevant details of the unit as are as follows:-

**(1) Name & Address of the unit :**

**(i) Registered Office address as per LoP**

**Unit's Location as per LoP**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Category : STP/EHTP

3. LOP/LOI/IL No. & Date :

4. Amendment in LoP, if any : 1>  
 2>  
 3>

5. Legal Agreement Date :

6. Date of Commencement of Production :

**7. Change in name, if any:**

S. No.	First Name	Changed to	Reference No.	Date

8. Change in Registered Office address approved, if any :

S. No.	First Name	Changed to	Reference No.	Date

9. Change in location approved , if any

S. No.	First location	Changed to	Reference No.	Date

10. Floor Plan expansion , if any

S. No.	First location	Expanded location	Reference No.	Date

11. Customs Warehouse License details:

PBW License No.	Date	Valid from	to	Remarks

12. Full address of Jurisdictional Central Excise & Customs Office where unit is existing :
- Full address of Jurisdictional Central Excise & Customs Office where unit is to be changed :
13. Justification for change in location :
14. Whether the unit has submitted the monthly/quarterly/ And C.A. certified annual report etc. regularly : YES NO  
 (Last Monthly report submitted -----  
 Last Quarterly report submitted \_\_\_\_\_  
 (Last annual report submitted -----))
15. The service charges are paid including current financial year : YES NO

**DECLARATION /UNDERTAKING**

I/We here by declare that the particulars made in this application are true and correct to the best of my knowledge and belief, and nothing has been concealed or held thereafter.

I / We fully understand that any information furnished in the application if proved incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.

I/We undertake to abide by the Rules and Orders framed there under, the Foreign Trade Policy and the Hand Book of Procedures.

I here by certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of the Foreign Trade Policy.

Place:

Date:

Signature of the Authorized Signatory:

Name:

Designation:

Official Address:

Telephone No:

E-Mail Address: