(to be submitted on Customer House Agent/Clearing Agent’s Letterhead)

To, Date :

Ocean Network Express (India) Pvt Ltd

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| --- | --- | --- | --- |
| NAME OF THE CUSTOM HOUSE AGENT |

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|        |
|       |

 |
| LICENCE NUMBER |

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|       |

 |
| GST NUMBER |

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|       |

 |
| OFFICE CONTACT NUMBER |

|  |  |
| --- | --- |
| 1 |       |
| 2 |       |
| 3 |       |

 |
| OFFICE FAX NUMBER |

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 |
| OFFICE WEBSITE ADDRESS |

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| EMAIL ID FOR RECEIVING BL DRAFT , E-BL, EXPORT QUERIES |

|  |  |
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| 1 |       |
| 2 |       |
| 3 |       |

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| EMAIL ID FOR RECEIVING EXPORT INVOICES |

|  |  |
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| 1 |       |
| 2 |       |
| 3 |       |

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| EMAIL ID FOR RECEIVING ARRIVAL NOTICES, E- DO, IMPORT QUERIES |

|  |  |
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| 1 |       |
| 2 |       |
| 3 |       |

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| EMAIL ID FOR RECEIVING IMPORT INVOICES |

|  |  |
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| 1 |       |
| 2 |       |
| 3 |       |

 |
| ESCALATION CONTACT (*In case of Emergency*) |

|  |  |
| --- | --- |
| MOBILE 1 |       |
| MOBILE 2 |       |
| MOBILE 3 |       |

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We hereby certify that the aforesaid details are true and correct. Please find attached copies of

**1.** CHA Licence **2.** Company Registration **3.** GST Certificate **4.** PAN card **5.** Electricity bill (and/or) MTNL bill.

All copies are duly attested by the Authorised Signatory of *"Name of CHA".*

**6**. Bank account details are duly attested by the bank.

In case of any change in above details, we agree to keep your office informed and re-submit the relevant documents along with the revised KYC form.

For *"Name of CHA AND Stamp"*

Name : *Authorised Signatory Name*

Designation : *Authorised Signatory Designation*