(To be submitted on Forwarder’s Letterhead)

To, Date :

Ocean Network Express (India) Pvt Ltd

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF THE FORWARDER | |  | | --- | |  | |  | |
| ADDRESS OF THE FORWARDER | |  | | --- | |  | |  | |  | |  | |
| MTO /FFI LICENCE NUMBER | |  | | --- | |  | |
| GST NUMBER | |  | | --- | |  | |
| OFFICE CONTACT NUMBER | |  |  | | --- | --- | | 1 |  | | 2 |  | | 3 |  | |
| OFFICE FAX NUMBER | |  | | --- | |  | |
| OFFICE WEBSITE ADDRESS | |  | | --- | |  | |
| EMAIL ID FOR RECEIVING BL DRAFT , E-BL, EXPORT QUERIES | |  |  | | --- | --- | | 1 |  | | 2 |  | | 3 |  | |
| EMAIL ID FOR RECEIVING EXPORT INVOICES | |  |  | | --- | --- | | 1 |  | | 2 |  | | 3 |  | |
| EMAIL ID FOR RECEIVING ARRIVAL NOTICES,  E- DO, IMPORT QUERIES | |  |  | | --- | --- | | 1 |  | | 2 |  | | 3 |  | |
| EMAIL ID FOR RECEIVING IMPORT INVOICES | |  |  | | --- | --- | | 1 |  | | 2 |  | | 3 |  | |
| ESCALATION CONTACT  (*In case of Emergency*) | |  |  | | --- | --- | | MOBILE 1 |  | | MOBILE 2 |  | | MOBILE 3 |  | |

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

**1.** MTO 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 Forwarder".*

**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 revised KYC form. We also undertake that we are responsible for maintaining KYC’s of our Shippers and Consignees and will produce the same as and when required in case of any investigation.

For *"Name of Forwarder AND Stamp"*

Name : *Authorised Signatory Name*

Designation : *Authorised Signatory Designation*