



[To be Printed On Company's Letter Head]

Ref. No.

Dated: -

**The Director,
P B No. 5517, Bakery Junction,
Thiruvananthapuram- 695 034.**

Sub:- Change of Location Of Unit

Dear Sir,

With reference to above subject, company has been registered with STPI as 100% EOU approval no..... Dated..... There is a change of location of STP unit from:

M/s.....

Add: -

Tel: -

Fax: -

Email: -

The new location of STP Unit may now be read as: -

M/s.

Add: -

Tel: -

Fax: -

Email: -

Kindly issue us NOC for change of location and update your records. Please endorse us a green card after necessary changes.

Thanking You,

Yours faithfully,

For.....

(Signature)

Authorized Signatory)

- Encl: - 1). Ground plan of new premises
2). Copy of Leave & License agreement
3). Original Green Card