

(On Company Letterhead)

Date -

To  
The Deputy Commissioner of Customs  
100% EOU, New Customs House,  
Ballard Estate, Mumbai - 400 001

Sub - Request of Grant of Self Removal Procedure for our 100% EOU under Software Technology Park Scheme

Dear Sir,

We have applied for "Grant of License for Private Custom Bonded Warehouse" to your office, for our 100% E.O.U. for Computer Software & IT Enabled Services under Software Technology Park Scheme.

There will be no imported duty free raw material and the indigenous raw material/consumables will be duty paid. Similarly the movement of goods will be practically absent. Since most of the finished software will be transmitted overseas through satellite/data communication link, under the supervision of Department of Electronics.

Hence, we request you to please exempt us from posting of a Bond Officer on cost recovery basis and accordingly grant us permission under S.R.P. (Self Removal Procedure).

Your early and favourable confirmation is requested.

Thanking you,

Yours faithfully,  
**For Company Name**

**Authorised Signatory**