Date :

**To**

**The Protector of Emigrants,**

**Ministry of External Affairs,**

**Govt. of India,**

**Videsh Bhawan, C-45, G Block,**

**Bandra Kurla Complex (BKC)**

**Bandra(East),**

**Mumbai-400 051**

**Sub:  Enhancement of capacity of the Registration**

**Certificate**

                     **Ref: R.C. NO**

Sir,

I,/We herewith submit the following documents for grant of Permission for Enhancement of Registration Certificate up to 1000+

1. **Two Photographs duly attested by Gazetted Officer.**
2. **4 Photographs unattested.**
3. **Additional Bank Guarantee of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Application Form E duly seal & signed.**
5. **Attested copy of I. T. Return for the last three financial years with details of Assets, fixed, and liquid, of the Proprietor/Managing Partner/Managing Director.**
6. **Documentary proof of arranging funds for procurement of additional Bank Guarantee of Rs. \_\_\_\_\_\_\_\_\_\_\_ duly certified by Regd. Chartered Accountant.**
7. **Copy of Pan Card duly attested by Gazetted Officer.**
8. **Original Registration Certificate & E. C. Book**

      I/We request you to grant the same as early as possible and oblige

      Thanking You,

     Yours faithfully,