**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: GRANT OF PERMISSION FOR OPENING OF BRANCH OFFICE, CHANGE/SHIFTING OF OFFICE PREMISES.**

 **Ref: No:- RC NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear Sir,**

 **I/We herewith submit the following documents for Grant of permission for opening of Branch office, change/shifting of office premises along with the following documents:-**

1. **Four (4) Photographs duly attested by Gazatted Officer.**
2. **Four (4) Photographs un attested.**
3. **Copy of Ownership Agreement/Lease deed/Rent Receipt duly attested.**
4. **Copy of Layout plan ( Blue Print) duly attested by Approved Architect.**
5. **No Objection Certificate by Society/Owner/Landlord as per format duly attested.**
6. **Copy of commercial Certificate/License duly attested.**
7. **Trade Test Certificate by approved Trade Test Center.**
8. **Affidavit: - No other Recruiting agency is functioning from the same premises.**
9. **Copy of Telephone, Fax, and Bill duly attested.**
10. **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.**

1. **Copy of Pan Card duly attested by Gazatted Officer.**

**I/We request you to grant the same and oblige.**

**Thanking You,**

**Yours Faithfully,**

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**