COMPANY LETTERHEAD

Reference .No. Dated: .05.2025

**The Collector of Customs (Regulatory Authority),**

Collectorate of Customs (Appraisement),

Faisalabad.

Subject: **APPLICATION FOR ADDITION/CHANGE OF HEAD OFFICE/BUSINESS PREMISES UNDER EFS AUTHORIZATION NO. [ ]**

Dear Sir/Madam,

 We are using EFS authorization No. [ ] under Category [ ] with following registered addresses/premises:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Status with Principal activity being performed** | **Address** | **Ownership status** | **GPS Coordinates** |
| 1 | Head Office |  | Self-owned/Rented |  |
| 2 | Manufacturing Facility Unit-1/ (Weaving etc. ) |  |  |  |
| 3 | Manufacturing Facility Unit-2 (Stitching/cutting) *(if applicable. Add more rows if required)* |  |  |  |

2. We hereby request to add/delete the following premises in our EFS Authorization:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr.No. | **Status with Principal activity being performed** | **Address** | **Ownership status** | **GPS Coordinates** | Remarks |
|  |  |  |  |  | To be added |
|  |  |  |  |  | To be Deleted |

3. It is submitted that the machinery which was installed at the premises being vacated/deleted [has been retained and transferred to our premises at ……] /[was rented and has been returned to owner]/[ has been sold]. *(Select the applicable option only).*

***Encl:*** *1.* Notarized property documents in the name of []

 2. Rent Deed valid till [date] (only if the premises are rented)

3. Map of the new premises.

 4. List of machinery transferred from previous premises/installed at new premises.

**(Name)**

**[CEO/CFO/Director/Partner/Proprietor]**

**CNIC No.**