To, Date:

The Director,

Software Technology parks Of India

Bhubaneswar

Sub: Change the Present Location to New Location

Dear Sir,

We intend to change the Present location to the New Location. The address of Below:

The Change of locations is due to the following reason:

We are enclosing herewith the following documents:

1. Lease Deed:
2. Updated IEC Certificate:
3. Updated GST Registration:
4. Proposed Premises floor Plan in three Copies:
5. Original Green Card:
6. NOC from Land Lord:

We hare by declare that except address of the firm, all remaining entities remain the same.

There is no pending Softex from the earlier location.

I hereby solemnly declare that the particulars state above are true and would be held accountable in this regard if any issues arises.

In this regard we request your good office to kindly issue the NOC for change of Location / Premises.

Thanking You,

Yours Faithfully,