*Your Company’s Letterhead*

Reference Number

Date

To,

Mr. Moloy Chandan Chakrabortty

The Textile Commissioner

Ministry of Textiles

Post box no. 11500

Mumbai – 400020

Sub: Request letter for enlisting our company name in AUTF scheme

Dear Sir,

This is to inform you that we are the manufacturers of ……………………………… machine/s *(attach the list if more)* since …………..in the country. As per the ATUF circulars (MC-1 to MC-2A) as mentioned on OTXC website, our machines fulfil the eligibility criteria. Therefore, we request you to consider our application for enlisting our company name on your website as well as on i-TUF software at the earliest.

We are hereby submitting the following documents as mentioned in the recent circular **(Circular\_No.\_6\_dated\_14.07.2017)**, issued by your office.

* Letter of undertaking
* Copy of GST Registration Certificate
* Copy of ISO 9000/14000/18000 or Equivalent Certification/ CE Certification of your company
* Sales figures (numbers & Value) of machines sold out in last 3 years in India & overseas
* Technical Literature and Brochure
* Establishment details of the machinery manufacturing units

We would appreciate if you could confirm the status of our application at the earliest, and send relevant communication to the concerned official of our company.

*[Contact Person – ]*

*[Designation – ]*

*[Email Id – ]*

*[Phone Number – ]*

Thanks & Regards

Authorized Signatory

*[Company Seal]*