

To: Rice Control Unit

Dear Sir,

Date : \_\_\_\_\_

**Request for Retrospective Issue of Import Licence covering Import of Rice :  
Importer's Declaration**

I, \_\_\_\_\_, principal official of  
(Name of Signatory# in full and block letters)  
\_\_\_\_\_, wish to inform you that my company  
(Name of Importer)  
has imported the following rice without a licence :

Full description of goods : \_\_\_\_\_  
Quantity involved : \_\_\_\_\_  
Date of arrival : \_\_\_\_\_  
AWB/Bill of lading no. : \_\_\_\_\_  
Name of carrier : \_\_\_\_\_  
Vehicle/Vessel/Flight No. : \_\_\_\_\_  
Exporting place : \_\_\_\_\_

We have not applied for a licence prior to the arrival of the above consignment  
because

\_\_\_\_\_  
\_\_\_\_\_

I hereby request that a licence be issued retrospectively to my company to cover the above  
imported consignment.

We **\*have/have not** taken delivery of the consignment from the carrier. A written  
confirmation from the said carrier and a copy of the relevant Airway Bill/Bill of Lading are enclosed  
herewith.

Signature : \_\_\_\_\_ Business Chop : \_\_\_\_\_

# The signatory must be the **proprietor, a partner, a director or a responsible person authorised by the  
board of directors** of the importer.

\* **Delete as appropriate**