

Cochin Special Economic Zone Authority  
Ministry of Commerce and Industry  
Government of India  
CSEZ Administrative Building  
Kakkanad, Cochin-37

No. 1/2010/PostBox/CSEZA

Dated 10<sup>th</sup> November 2010

Dear CEO

We are happy to inform you that this office has implemented a software module for the units to view circulars, notifications, information request, lease rent details, etc from CSEZA and CSEZ. The Software is named as “CSEZA Post Box for Clients”.

2. In future all communications to units such as circulars, notifications, information requests, etc will be sent through this system only. You can access your Post Box at [www.csez.org](http://www.csez.org). The user name and password issued by CSEZ office for online filing of reports can be used to access the system.
3. It is suggested that the Post Box may be accessed daily. If you have any problem in accessing the system you may contact Shri Sunilkumar, Computer Cell at 0484-2413216 ([sunil@csez.gov.in](mailto:sunil@csez.gov.in)).
4. All urgent communications like power shutdowns etc. will be displayed through the post box only. Therefore, please ensure that the mail box is opened at least twice in a day. This system is being implemented to avoid the complaints of non receipt of the communications in time.

Yours faithfully,  
sd/-  
(T.V.Chandran)  
Asst. Development Commissioner