

**Office of the Development Commissioner
Cochin Special Economic Zone Authority
Ministry of Commerce and Industry, Govt. of India
CSEZ Administrative Building
Kakkanad Cochin-37
Tel: #0484-2413111, Fax: 0484-2413074**

No.1/2010/PostBox/CSEZA

Dated 11th September, 2012

To

All CSEZ Units

Dear CEO

We are happy to inform you that this office has implemented and incorporated a new software module for CSEZ units to submit their visitors pass request in online in the existing software module "CSEZA PostBox for Clients".

2 The new module can be accessed by the units by login to CSEZ PostBox for Clients Visitors pass request. Trial Run of the system will commence w.e.f 14th September [Friday]. No manual pass will be issued from 20th September.

3 The Units have to furnish essential details about the visitor like Name, Address, Purpose of visit etc in the module. Units are suggested to use this facility. You may please note that no manual pass will be issued in future unless there is a failure in the server due to backend issues.

4 The pass will be issued to the visitor at CSEZ main gate by CSEZ official after completing the verification process on the online request of the unit. The visitors are required to show their photo ID to the CSEZ official for verification at the time of visit.

Yours faithfully,

(N.V Joy)

Security Officer