

**WHATSAPP (C-35)**

**Dated: 24<sup>th</sup> March 2020.**

Dear MEMBERS,

In view of lockdown to fight against COVID-19, member industries, which are required to open & run their factories due to most urgent export commitments, are advised to send below Request LETTER on their letterhead duly signed & stamp for onward submission to the Government for permission.

Above may be reached to the PHMA **today Tuesday 24 March 2020.**

Regards,

**TO BE PRINTED ON THE LETTERHEAD**

The Secretary,  
Labour Department,  
Government of Sindh,  
Sindh Secretariat,  
Karachi.

Dear Sir,

We appreciate all the measures and step are being taken by the Sindh Government to fight against COVID-19. In this regard, we have also taken all special preventive measures to protect our workers since its inception.

Due to most urgent export commitments, we seek the permission of the Government to open and run our factory during lockdown.

- 1. Factory Name**
- 2. Address**
- 3. Nature of Business**
- 4. Contact Person Name**
- 5. Mobile & Landline**
- 6. Email**
- 7. Verifiable Reason to open Factory during lockdown.**
- 8. No. of Workers usually work in the factory**
- 9. Workforce required during lockdown**
- 10. Name of Areas from workforce will come to Factory.**
- 11. Mode of Transport of Workers**
- 12. This is undertaken that for the safety of the workers; we will;**
  - a, maintain a social distance of 4 feet within workers, during transportation and workplace.**
  - b, arrange temperature check,**
  - c, ensure frequent hand wash,**
  - d, provide face masks**
  - e, provide quick medical support at work place, and if any worker is infected, he will be provided with complete medical support/ treatment, and Govt of Sindh will not be responsible for this.**

Looking forward to your cooperation in the matter.

**Best Regards,  
Sign & Stamp**