

**WHATSAPP (C-37)**

**DATED: 26 MARCH 2020.**

**TO ALL CONCERNED**

**SEND LETTER TO CHAIRMAN SPECIAL COMMITTEE TO OPEN FACTORIES**

IN CONNECTION OF YOUR REQUEST LETTER ADDRESSED TO SECRETARY LABOUR, GOVT. OF SINDH TO OPEN FACTORY DURING LOCKDOWN FOR COMPLETION OF MOST URGENT EXPORT ORDERS.

IN THIS REGARD, PLEASE SEND (BY WHATSAPP ON 0301-8229250 OR EMAIL: phmasbz@yahoo.com) BEFORE 3:00 P.M. BELOW PERFORMA FILLED IN AND COMPLETED ON COMPANY LETTER HEAD WITH ENCLOSURES.

Regards,

**SITE Association of industry**

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March 26, 2020

**The Additional Chief Secretary, Home &  
Chairman, Special Committee for Importers and Exporters  
Government of Sindh  
Services General Administration &  
Coordination Department  
Karachi.**

**REQUEST LETTER TO OPEN FACTORY DURING LOCKDOWN**

Dear Sir

With reference to our previous request letter **dated March 24 / 25, 2020** addressed to the Secretary Labour Department, Sindh regarding opening of factory for few days during lockdown to complete most urgent export orders, please find below details:

1	FACTORY NAME	
2	ADDRESS	
3	SHIP DATE (S)	
4	HOW MANY DAYS ARE REQUIRED TO COMPLETE SHIPMENTS	
5	COUNTRY OF DESTINATION	
6	TOTAL VALUE IN US\$	
7	TOTAL NUMBER OF CONTAINER	
8	<b>EVIDENCE</b> (i.e. Buyer's Purchase Order etc)	
9	WORKFORCE REQUIRED DURING LOCKDOWN	
10	MODE OF TRANSPORT OF WORKERS	

Looking forward for your cooperation in this matter.

Regards

Sign & Company stamp