

REQUEST FOR "COURIER SERVICES" DURING LOCKDOWN PERIOD

(Ministry of Home Affairs ("MHA"), Government of India Order No. 40-3/2020 – DM –I
(A) dated 15th April, 2020 & applicable State Orders)

Issued by:

Name: M/s. _____

Address: Postal Address of the **Company / Establishment or Factory**
_____ (City)

We have examined the latest order of MHA & the applicable directives of the State Government related to COVID19. We confirm to DHL Express (India) Private Limited ("DHL") that, based on the above Orders and Guidelines, our **Company / Establishment / Factory** is permitted to operate our business / services and we have put in place all arrangements for implementation of Standard Operating Procedure for Social Distancing for our **Company / Establishment / Factory** as mentioned in Annexure II of MHA Order, before its functioning.

We state that our **Company / Establishment / Factory** does not fall within the Containment Zone. Any change to this status will be reported to you immediately.

We request you to arrange pickup / delivery or permit us to perform self-collection/self-drop of our Shipments during the Lockdown Period. Your Couriers are therefore authorized to enter our premises, during working hours, for the limited purpose of delivery or pick-up of goods. This declaration will apply to all shipments until a subsequent declaration is provided in writing.

I declare that the information provided is true, correct and binding on me.

For _____ (Full Name of Customer entity as per Customer Code)

Signature : _____

Name: _____ Title: _____

Mobile no.: _____

Place : _____ (City)

Date : ____, April, 2020

Company Stamp