



E-Serve No.: 01 of 2026 | Date: January 02, 2026

Sub: Standard Formats for Permissions / Approvals for 100% EOUs –
Amendments in Chapter 6 of HBP 2023 and Appendix 6N of Appendices and
ANFs

Dear Member,

This is to inform you that DGFT has issued Public Notice No. 41 dated 31st December 2025 ([copy enclosed](#)), prescribing standard formats for permissions, approvals and communications issued by Development Commissioners / SEZ Authorities for units operating under 100% EOU Scheme, in terms of the FTP 2023 and HBP 2023. The said Public Notice is effective with immediate effect.

The standard formats for various letters and permissions granted by the jurisdictional Development Commissioners (DCs) to EOUs have been notified under Appendix 6N. These formats are intended to bring uniformity, transparency, and consistency in permissions and approvals issued under the EOU Scheme.

It may be noted that the Development Commissioners may modify the prescribed formats or include additional conditions in such letters/permissions, as deemed appropriate, in accordance with the provisions of the FTP and HBP.

Member units are advised to use the prescribed formats while submitting applications henceforth.

Members may take note of the above.

Regards,

Dr. Siddhartha Rajagopal
Executive Director

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