

Date: [Insert Date]

TO: [Regulatory Authority Name]

ATTN: [Department/Contact Person]

ADDRESS: [Regulatory Authority Address]

RE: Notification of Intent to Utilize Offshore Vendor Operations

Dear [Contact Name or Title],

Pursuant to [Insert Regulation Number or Policy Name], this letter serves as formal notification that [Your Company Name] intends to engage an offshore vendor to perform specific business functions. Detailed information regarding this arrangement is provided below:

1. Vendor Information

Entity Name: [Vendor Name]

Registered Address: [Vendor Headquarters Address]

Operational Location: [Country and City of Service Delivery]

2. Scope of Services

The offshore vendor will be responsible for: [Brief description of functions, e.g., IT support, back-office processing, customer service].

3. Data Protection and Security

[Your Company Name] has conducted a comprehensive risk assessment. All data transmitted offshore will be protected via [mention encryption, VPNs, or specific security protocols] in compliance with [General Data Protection Regulation / Local Privacy Acts].

4. Oversight and Compliance

Internal controls have been established to monitor vendor performance and regulatory adherence. [Your Company Name] retains full accountability for the services provided and reserves the right to conduct periodic audits of the offshore facility.

5. Effective Date

The offshore operations are scheduled to commence on [Insert Date].

Should you require additional documentation or a formal briefing regarding this operational change, please contact [Name of Internal Compliance Officer] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Your Company Name]