

To
The Joint Secretary,
Department of Urban Development & Municipal Affairs,
Government of West Bengal,
NAGARAYAN
DF-8, sector-I, Salt Lake City,
Kolkata – 700 064

Paste your
current self
attested
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Sub: Permission for renting out measuring super built up area of _____ of the building constructed on Plot No. _____, Sector I/II/III,V, Salt Lake City, Kolkata 700 _____ As per notification No. 4006-UD/O/M/SL(AL/NR)/8L-08/2004,Dated 08.12.2011.

Sir,

I/We, the undersigned,being the director/Partner of the _____ Company intend to renting out measuring surplus built up area _____sq.ft. at the building in Plot no. _____ Sector _____, SatLake to the _____ Company,having its registered Office _____

under the existing terms and conditions of the Department of Urban Development & Municipal Affairs, Government of West Bengal for which I/We shall pay the prescribed permission fees to the Government of West Bengal so that the permission of transfer of lease hold interest may be issued and the Deed of Assignment may be executed for the purpose.

I/We declare that except this present proposal I/We have not entered any agreement with any other person for transfer of my/our abovementioned plot earlier.

In this context, the requisite particulars/information are furnished below for your kind consideration and taking necessary action:-

A. Details of Allotee (s)/Lessee(s):-

1. Name and address of Original Lessee with CIN NO (s):-

Name :

Address:

2. Name and address of Subsequent Lessee CIN NO (s):-

Name(s) : (1)

(2)

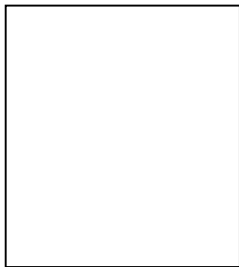
Address : (1)

(2)

B. Particulars of the Applicant(s)

Name	1)	2)
Address		
Signature in full		
PAN		
CIN		
Nationality		
Contact No		
e-mail ID		
Authorization Detail (copy should be enclosed)		

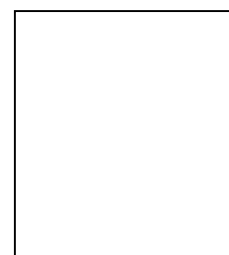
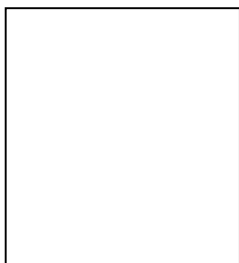
(a) Self attested Photos:-



C. Details of Proposed Tenant(s):-

Name	1)	2)
Address		
Signature in full		
PAN		
CIN		
Nationality		
Contact No		
e-mail ID		

(a) Self attested Photos:-



D. Details of Land:-

(1) Building with floor at Plot No.: _____, Block: __, Sector I/II/III,V Salt Lake City, Kokkata-7000 __.

(2) Built up area of the building : _____ Sq.ft..

(i) Unit /Floor No _____

(ii) _____ storied building according to plan sanction No.

_____ dated _____

(iii) Construction commenced on _____ and completed on

_____.

(iv) Constructed by: The Original/Mutated Lessee(s)

(v) Details of demolition if any: No/Yes

E. Ground(s)/purpose of Renting out:-

(i) DPR of tenant for IT and Commercial

F. Details of encumbrances:-

(i) Loan/Mortgage, if any:-

(ii) Non-residential activity /business/shop, if any:-

Enclosure:

Documents as mentioned in the checklist are enclosed herewith.

I/We do solemnly declare that the instant application for renting out has been made according to my/our own will/desire and not being misguided/influenced/forced by anyone or by any means

Necessary documents/particulars are enclosed herewith for your ready reference and kind perusal.

An early action from your end is earnestly solicited.

Yours faithfully,

Date:

APPLICANT(S)

List of Enclosures :

Documents as mentioned in the check list are enclosed herewith.

- 1) Certified copy of the certificate of Incorporation of the Tenant Company.
- 2) i) Detailed project report of the proposed IT /ITes project of the Tenant Company.
ii) Detailed project report of the proposed project (other than IT /ITes) of the Tenant Company vetted by Chartered Accountant.
- 3) Certified copy of the Registered Deed of Assignment.
- 4) Financial viability of the project certified by a Chartered Accountant. Average annual turnover for three years of the proposed Tenant.
- 5) PAN Card of the Tenant Company and I.T. returns for the last Three (03) years of the Tenant Company.
- 6) Memorandum and Article of Association of the Tenant Company.
- 7) An Affidavit of the tenant company by declaring that it will not change the land use purpose without prior permission of this department.
- 8) Solid waste Management Plan/BWM
- 9) Trade License.
- 10) Authorization details if any
- 11) CIN of Lessee & Tenant
- 12) Copy of Completion Certificate issued by Bidhannagar Municipality /NDITA.