

MONEY RECEIPT NO. \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICATION FOR OBTAINING PERMISSION  
FOR SUB-LETTING/SUB-LEASE**

PART-1: To be filled up by Lessee

1. Name of Lessee
2. Address
3. Plot No. Allotted  
Area of plot (in sq.mt.)
4. Date of:
  - (a) Allotment
  - (b) Agreement to Lease
  - (c) Possession
  - (d) Lease Deed
5. Whether building plans have been Approved by the complement Authority .if yes, give letter no. and Date (in case of competent authority Other than OI DC, a certified true Copy of plan should be attached.
6. Details of actual construction carried Out as per approved plans.....  
sq.mt.
  - (i) Factory
  - (ii) Storage
  - (iii) Any other buildingTotal sq .mt.
7. Details of area proposed to be Sub-let/sub-leased
8. Whether to be sub-let or sub-leased
9. Period of sub-letting/sub-lease for Which permission applied for
10. Monetary consideration for sub-Letting/sub-lease.
11. Signature of lessee
  - a.) In case of partnership firm all the partners have to sign this application.
  - b.) In case of private limited company/public limited company certified true copy of resolution passed by the company should be enclosed.

PART-II To be filled up by Sub-Lettee/Sub-Lessee

1. Name and address of Sub-Lettee/  
Sub-Lessee
2. Relationship with lessee  
(Give in details)
3. Constitution  
(Proprietary/Partnership/Private or Public Limited)
4. Whether sub-lettee sub-lessee is a 100% State Govt. Co./Join Sector Co./Associate Company promoted

By State Govt./UT (Certificate of Chartered Accountant should be Enclosed).

5. In case of proprietary/partnership/private or public limited Company, please state:-

Name(s) of Proprietors/ Partners/ Directors	Shares in the Company/ Firm	Residential Address with Phone no.	Qualifications	Business Background

6. Nature of Industry  
Is it ancillary unit?  
(if so, enclose copy of approval)

7. Give details about products to be manufactured:

Items to be Manufactured	Annual Qty.	Production Value	Use of Product

8. Water requirements per day  
(in liters)
9. Attach latest income tax clearance:  
Certificate or exemption certificate,  
Whichever applicable.
10. Please give the particulars of firm/industrial units wherein Proprietor/partner/Directors of this unit are having interest association:

Name(s) of Proprietors partners/ Directors	Name and Address of business firm	Activities Carried out	Relationship	Share in business

11. Name of Industry  
Is it an ancillary unit?  
(if so, enclose copy of approval)

12. Give details about products to be manufactured:

Items to be Manufactured	Annual Qty.	Production Value	Use of Product

13. Water requirements per day (in liters):
14. Total power required (give details) in:  
Power requirements in H.P  
a.)  
b.)  
c.)  
d.)  
e.)  
f.)
16. In case the machinery is old & being Shifted from one to another  
(copy of the consent letter from that Govt. is to be submitted)
17. Submit complete project profile & State whether it relates to  
(a) New Project  
(b) Modernization / Expansion/ Renovation/Diversification
18. In case of industry using chemicals

Please state

- (a) Raw material used in the process
  - (b) Type of effluent, if any
  - (c) Arrangement for treatment and Disposal
  - (d) Attach flow chart and process
  - (e) Parameters
19. Whether you have obtained consent to establish the unit from the state Pollution control committee? (enclose copy). If not, have you applied for the same?
20. Raw material (annual requirement)
- A) INDIGENOUS
- i) Type of raw material
  - ii) Volume and cost (annually)
  - iii) Source of supply
- B) IMPORTED
- i) Type of raw material
  - ii) Volume and cost (annually)
  - iii) Source of supply  
(State Country of origin & state or Import is controlled/free)
21. Number of persons to be employed
- a) Managerial
  - b) Skilled
  - c) Semi-Skilled
  - d) Un-Skilled
  - e) Other staff
- TOTAL
22. Please state if you have entered into A foreign collaboration if so, please Enclose copy of approval.
23. Submit details of collaboration Agreement if any entered by The unit.
24. Uses of Bye-Products, if any
25. Project cost : Cost (Rs. In lakhs)
- |   |      |
|---|------|
| Land (area x rate)                      | Rs.  |
| Factory building                        | Rs.  |
| Plants & Machinery                      | : Rs |
| a) Indigenous                           |      |
| b) Imported                             |      |
| Transportation                          | : Rs |
| Power Supply & Cabling etc.             | : Rs |
| Erection changes                        | : Rs |
| Furniture, fixtures & office Equipments | : Rs |
| Preliminary & pre-operative expenses    | : Rs |
| Provision for contingencies             | : Rs |
| Margin for working capital              | : Rs |
| TOTAL PROJECT COST                      | Rs   |
26. Means of Finance promoter's capital: Rs
- |   |      |
|---|------|
| Unsecured loans and deposits            | : Rs |
| Terms loan from Financial Institution/: | Rs   |

Banks

Central Govt. Capital subsidy : Rs

TOTAL: Rs

27. Attach term loan sanction letter from:  
Financial institution/banks (if any)
28. Arrangements made for working  
Capital requirements (attach copy of  
the sanction letter if any)
29. Whether machinery has been  
booked (attach documents)

The information provided above is correct to the best of my Knowledge and belief.

Signature of Proprietor/  
Partner/  
Director with seal of the company