

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
Passport size
photo

Sub: Permission for transfer of undivided _____% share of Leases hold right, title and interest in respect of / Unit no. _____, 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. 5081-D/O/M/SL(AL/NR)/8L-08/2004,Dated 26.11.2012.

Sir,

I/We, the undersigned, being the director/Partner of the _____ Company intend to transfer undivided ____% share of lease hold interest of the Plot /Unit no. _____ on the _____ floor measuring surplus built up area _____sq.ft. Commensurate with proportionate share of land at Plot no. _____ Sector _____, Salt Lake 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(s):-

Name :

Address:

2. Name and address of Mutated Lessee(s):-

Name(s) : (1)

(2)

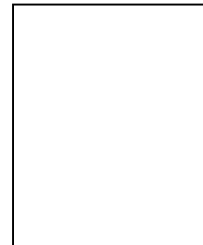
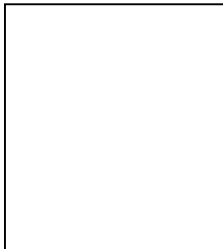
Address : (1)

(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)		

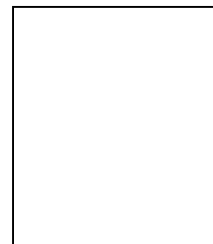
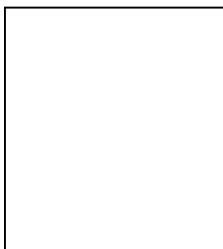
(a) Self attested Photos:-



C. Details of Proposed Transferee(s):-

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

(e) Self attested Photos:-



D. Details of Land:-

- (1) Plot No.: _____, Block: _____, Sector I/II/III,V Salt Lake City, Kokkata-7000 __.
- (2) Area of Land : _____ Cottahs.
- (3) Status of Land: (whether vacant/building):-
- (i) Vacant for _____ year(s)
- (ii) _____ storied building according to plan
_____ dated _____
- (iii) Construction commenced on _____ and completed on
_____.
- (iv) Constructed by: The Original/Mutated Lessee(s)
- (v) Details of demolition if any: No/Yes
- (4) Allotment /Offer letter being No.: _____ dated _____
- (5) Deed of Lease being No. _____ registered in favour of _____ in the Office of the _____
_____ on _____ in Book No. 1 Volume No.
_____ Pages _____ to _____ for the year _____.
- (6) Possession Certificate No. _____ dated _____ issued by _____
_____.
- (7) Mutation Order No. _____ date _____ (if any)

E. Ground(s)/purpose of

transfer:- (i)

(ii)

(iii)

iv) Whether any change of land use purpose

v) Whether any change of character of land.

F. Details of encumbrances:-

(i) Loan/Mortgage,:-

i(a) if yes, details of mortgage/loan.

(ii) Tenancy, if any:-

I/We do solemnly declare that the instant application for transfer 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 (in addition to as stated above):

- 1) Copy of the certificate of Registration of the transferee Company issued by Registrar of Companies, Government of India.
- 2) i) Detailed project report of the proposed IT /ITes project of the transferee Company.
ii) Detailed project report of the proposed project (other than IT /ITes) of the transferee Company vetted by chartered accountant.
- 3) Financial viability of the project certified by a Chartered Accountant. Average annual turnover for three years of the proposed transferee.
- 4) Certified copy of the registered partnership deed in case of the transferee Company is a partnership firm.
- 5) Source of fund for setting up the proposed project with documentary proof.
- 6) PAN Card of the transferee Company and I.T. returns for the last Three (03) years of the transferee Company.
- 7) Memorandum and Article of Association of the transferee Company.
- 8) An Affidavit by the transferee Company by declaring that it will not change the Land use purpose without prior permission of this Department.

- 10) Copy of sanctioned building plan, if any.

- 11) Copy of Completion Certificate issued by Bidhannagar Municipality/NDITA

- 12) Trade License.

- 13) Fire NOC.

- 14) Solid Waste Management Plan/ Biological Waste Management Plan

- 15) Copy of Lease Deed /Deed of Assignment of Lease

- 16) Copy of authorized letter, (if any).