

**STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU
LIMITED**

19-A, Rukmani Lakshmi pathy Road, Egmore, Chennai – 600 008

OFFICE ORDER

O.O No. 38/2021

Dated: 09.04.2021

Sub: SIPCOT - Application requesting for transfer of lease hold rights of the allotted plot for the balance lease period in favour of transferee unit – Reg.

SIPCOT allots plot to entrepreneurs in SIPCOT Industrial Parks on 99 years long term lease basis to set up industrial / commercial unit and issue allotment orders with terms and conditions. As per Lease Deed condition, if the allottee wishes to transfer the leasehold rights either in whole or in part, the same shall be proceeded with after obtaining prior approval from SIPCOT. The approval for transfer of leasehold rights will be considered subject to conditions as applicable. The transfer of leasehold rights of the vacant land alone shall not be considered.

If the allottee wishes to transfer the leasehold rights either in whole or in part, the allottee shall submit application for transfer of leasehold rights of the allotted plot in the prescribed format and documents / particulars as annexed along with processing fee of Rs.15000/- plus applicable GST.

Sd/-
(J. KUMARAGURUBARAN)
MANAGING DIRECTOR

To
All GMs
All HoDs
All Project Officers

Copy to:
PA to MD
PA to ED
IT Dept

//Forwarded by Order//

H. Prathowathy
General Manager (P-II)

**APPLICATION ON REQUEST FOR TRANSFER OF LEASEHOLD RIGHTS
OF THE ALLOTTED PLOT.**

1	Allottee Details		
	Application date	:	
	Location of SIPCOT Industrial Park	:	
	Plot & Extent (in acres)	:	
	Contact persons Mobile No.	:	
	Contact person E-mail	:	
	Address	:	
2	Constitution Details		
	Type of constitution	:	Proprietary concern/ Partnership firm/ Private Limited/LLP/Society/Public Limited company/ Company - listed in stock exchange / Trust
3	Allotment details	:	
	Date of allotment	:	
	Plot No. & extent in acre	:	
	Product	:	
	Amount remitted	:	
	i. Plot cost remitted per acre	:	
	ii. 50% water supply cost if remitted	:	
	iii. Lease Deed document No. & date	:	
	iv. Functioning status	:	
	Building details	:	
	i. Factory area in sq.ft.	:	
	ii. Amenity area in acre	:	

	iii. Vacant area in acre		:				
	iv. % utilization of plot		:				
4	Details of Transfer of Leasehold rights of the allotted plot						
	Approval for transfer earlier accorded by SIPCOT						
Sl. No.	Date & year of approval	Name of the transferor unit	Name of the transferee unit	Plot No.& extent (in acres)	Approved products	Differential plot cost demanded	Date of differential plot cost remitted.
5	Whether Modified Lease deed (MLD) executed & registered		:	Yes / No			
	If yes						
	MLD Document No. & Date						
	If No, reasons for not registered the MLD		:				
6	Whether NOC issued by SIPCOT in favour of Bank/Financial Institution.		:	Yes/No			
	If yes, whether No due/No objection certificate from the said Bank/Financial Institutions obtained.		:				
7	Whether built up area in the allotted plot has been sub-leased to group company/third party etc.		:				
	Period of sub-lease		:				
8	Whether there is change in management in the allottee company.		:	Yes / No			
9	Functioning status		:	Yes / No			
a)	If yes, No. of years of functioning						
b)	The date on which the transfer is effected.						
10	Details of property to be transferred						

	Extent of land (in acres)	:	
	Built up area	:	
	Open Space & Amenities	:	
11	Details of transferee unit		
	Name	:	
	Constitution	:	
	Proposed product	:	
	Capacity	:	
	Current shareholding pattern	:	
12	Upload documents		
	Upload documents as per checklist		
13	Payment details		
	Payment		Amount (Rs.)
	Processing Fee (Rs)		
	GST (Rs.)		
	Total fee (Rs.)		

Date

Signature of the applicant

-Annexure

List of documents to be furnished by the allottee (Transferor Unit)

Sl.No.	Documents
1	In case of companies, copy of Board Resolution approving for transfer of the allotted plot in favour of the proposed transferee unit for the balance lease period in the allottee's letter head duly signed by the Company Secretary or any other authorized signatory of the company. In case of proprietary concern/partnership firm, consent letter from the proprietor/all partners agreeing for such transfer.
2	No Objection Certificate / No due certificate from the Bankers for the above transfer to whom NOC was issued to mortgage the plot.
3	List of Directors and shareholding pattern of the company/firm at the time of allotment/previous transfer of leasehold rights approval if any, /year wise share holding pattern if any and as on current date, upto individual level duly certified by a Chartered Accountant / CPA. The CA / CPA certificate should have been obtained within 30 days prior to the submission of request letter for transfer.
4	Particulars on functioning status of the allottee unit along with proof viz. copies of EB bill receipts, Sales invoice, water supply payment receipts for more than five years and also Audited Annual Reports / profit & loss account duly certified by a Chartered Accountant.
5	Copy of renewed CTE /CTO from TNPCB.

List of documents to be furnished by the transferee unit

Sl.No.	Documents
1	In case of company, copy of Board Resolution agreeing to purchase the leasehold rights of the plot from the allottee unit in their favour for the balance lease period. In case of proprietary concern/partnership firm consent letter from the proprietor/all partners for such purchase of the leasehold rights of the allotted plot.
2	Detailed Project Report including process, name of end products with capacity etc.
3	List of Directors and current shareholding pattern of the company upto individual level duly certified by a Chartered Accountant / CPA.
4	In case of company, copy of Memorandum and Articles of Association and copy of certificate of incorporation from ROC.
5	In case of Proprietary concern certificate about the proprietor of the unit as on the date duly certified by a Chartered Accountant.
6	In case of Partnership firm copy of registration of firm and copy of registered partnership Deed of the transferee unit and latest shareholding pattern duly certified by a Chartered Accountant.
7	Schedule of implementation of the project by the transferee unit.
8	In case of public limited Companies details of listing in stock exchanges.