

**STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED**  
**19-A, Rukamani Lakshmiopathy Road, Egmore, Chennai-600 008**

O.O.No.20/2019

Date:31.7.2019

**OFFICE ORDER**

Sub: SIPCOT Industrial Complexes / Parks / Growth Centres - Policy on Sublease and Permission for construction of Plug & Play / Warehouse facility - Reg.

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The Board of SIPCOT at its meeting held on 18.7.2019 reviewed the policy of sublease and to adopt the licence fee towards sub-leasing as tabled below:

Sl. No.	Sub leasing of built up area	Licence fee per sq.ft./ month (in Rs.)
I	Group companies *	0.5% of the prevailing plot cost restricted to Re.1/-
II	Third parties	1% of the prevailing plot cost restricted to Rs.2/-
III	For Siruseri Information Technology Park (SITP) (a) Group Companies (b) Third Party	Rs.2.50 Rs.5/-

\*Group companies means the original allottee / sublessee either the company or the major share holders holding more than 50% of the shares in the group company / companies

With regard to MoU / G.O cases including co-developers of SEZs, they should not collect charges for **sub lease of the plot**, whatever name called, at a rate higher than the rate at which SIPCOT allotted the plot to them or in the event, they are sub leasing at a rate higher than the allotted rate of SIPCOT, the differential charges shall be equally shared between SIPCOT and the allottee and they have to agree to pay such differential amount to SIPCOT within 15 days from the date of receipt of the written consent of SIPCOT for the sub-lease and in the event of not paying within 15 days as aforesaid, to pay the differential amount together with interest at 15.5% per annum.

The sub-leasing permission shall be subject to the following conditions:

1. The allottee can sublease the built up area initially for a period of five years and renewable for every three years thereafter. The allottee shall pay the sublease charges upfront annually.
2. The allottee shall inform SIPCOT about the sublease agreement within 15 days from the date of entering into sublease agreement with the sublessee. The allottee shall give a Self Declaration Form as prescribed by SIPCOT for this purpose.
3. The sub leased area as indicated by the allottee in the Self Declaration Form will be inspected by SIPCOT within 90 days from the date of information to SIPCOT. If any suppression is found, SIPCOT will charge Rs.10/- per sq. ft per month as penalty for the suppressed area for the period of sub lease entered.

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4. The above licence fee will be applicable from 1.8.2019.

Further, the allottees who have commenced the commercial production and utilised atleast 50% of the allotted area (including factory building, utility area, internal roads, applicable green belt etc.,) be permitted to construct Plug & Play facility / Warehouse in the balance unutilised area and sub-lease the same, subject to remittance of applicable sub-leasing charges as referred above.

J.KUMARAGURUBARAN  
MANAGING DIRECTOR

To

All HODs

All Project Officers,  
SIPCOT Industrial Complexes /  
Parks / Growth Centres

PS to MD

PA to ED

PA to GM(A&LA)

PA to GM(P&D)

/Forwarded by order/

  
General Manager(P&D)

On Non-Judicial Stamp Paper  
to the value of Rs.20/-

**SELF DECLARATION FORM**

1. Name of the Complex/Park/Growth Centre :
2. Name of the Allottee :
3. Plot No. / Extent allotted :
4. Total built up area in sq. ft in the allotted plot (with a sketch) :
5. Name of the Sublessee :
6. Line of activity by the sublessee :
7. Built up area subleased / to be subleased in sq.ft\* :
8. Date of commencement of sublease and sublease period :
9. Copy of Sublease Agreement :
10. Shareholding pattern of sublessee duly certified by a CA. :

I / We, ..... do hereby declare that the information given above and in the enclosed documents are true to the best of our knowledge and belief and nothing has been concealed therein.

Place:

Signature with seal

Date:

\*The sub leased area as indicated by the allottee in the Self Declaration Form will be inspected by SIPCOT within 90 days from the date of information to SIPCOT. If any suppression is found, SIPCOT will charge Rs.10/- per sq. ft per month as penalty for the suppressed area for the period of sub lease entered.