

**APPLICATION FORM FOR ALLOTMENT / ASSIGNMENT OF PLOT OF LAND / SHED / SDF BLDG. IN  
\_\_\_\_\_ INDUSTRIAL GROWTH CENTRE / PARK**

**[Please Submit the application in triplicate in terms of the instructions]**

I/We hereby apply for allotment/assignment/transfer of land/shed/SDF Building for setting up industrial units/housing purpose/assignment/shed measuring \_\_\_\_\_ acres/ Sq. ft. \_\_\_\_\_ modules/units in WBIIDC's \_\_\_\_\_ Industrial Growth centre / Park.

I/We hereby submit the following information so far as it relates to my/our industry as under.

**1 Name of the applicant/Firm/Company**

**2 Address** of registered office with Telephone No. , Fax No. , E-mail ID and website address

**3 State whether it is (ownership type) :**

- i Proprietary
- ii Partnership
- iii Private Limited
- iv Public Limited
- v Joint Venture
- vi Co-operative Society

**4 Nature of Project/Industry**

[Attach Detail Project Report alongwith Plant layout arrangement drawings both in soft and hard file(in duplicate) for Techno-Economic evaluation].

**5 Requirement of Land/Shed/SDF Flat**

(In acres/Sqm./No. of Units of SDF, Shed)

[Break up to be given as per plant layout arrangement]

- a. **Total area covered** by Building/Factory/Sheds etc.
- b. Any area necessary for open storage  
(to be shown in Plant Layout Drawing)
- c. Any area necessary for future expansion  
(to be shown in Plant Layout Drawing)

**Total Area (In acres)**

**West Bengal**  
**Industrial Infrastructure Development Corporation**  
 Block DJ, Plot No. 10, Sector II, Saltlake City, Kolkata 700 091



6(i) Proposed Products of manufacture indicating annual Capacity		Engineering item	Chemical Item	Others	Nature & Qty. Of Effluent (Vol /day)
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6(ii) Product Details and Bye-Products, if any

7 whether proposed Project comes under small /medium /large scale industry

8	<u>To commence production</u>	<u>To achieve Proposed Capacity of Production</u>
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**CAPITAL OUTLAY (Rs. In Lakhs)**

- i Land & Building
- ii Plant & machinaries
- iii Other Fixed Assets
- iv Working capital
- v Contingencies

**Total**

**9 MEANS OF FINANCING (Rs. In lakhs)**

- i Promoter's Equity
- ii Institution's Equity
- iii Term loan
- iv Subsidy
- v Others

**Total**

10 Whether any financial Institution / Bank approved your project for financing. If yes, please enclose the photocopy of the letter.

11 Anticipated time (to be reckoned from the date of delivery of possession of land)

- a For construction and installation of plant & machinaries \_\_\_\_\_ Months
- b For commencing production \_\_\_\_\_ Months
- c To reach the proposed production capacity \_\_\_\_\_ Months



**12 EMPLOYMENT POTENTIALITIES**

To commence  
production

To achieve the Rated / Licensed  
Capacity of Production

Technical

- i Managerial
- ii Supervisory
- iii Non-supervisory
- iv Skilled
- v Un-Skilled

Non- Technical

- i Managerial
- ii Supervisory
- iii Non-supervisory
  - a Skilled
  - b Un-Skilled

**Total**

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**13 REQUIREMENTS OF INFRASTRUCTURE FACILITIES OR AMENITIES**

at Construction Stage	At Commencement of Production	To achieve rated/licenced
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- i Water (Litre/day)
- ii Power (KW/KVA)
- iii Any other facilities  
and/ or amenities

14(i) Does the proposed project involve pollution of water / air in any way ?

14(ii) Please indicate whether N.O.C. received from / applied to West Bengal Pollution Control Board.

(Attach relevant documents)

15 Please attach photocopies of the registration no. of the Firm / Company

16 Foreign collaborations, Joint Sector, if any, please affix name & address of the Collaborator & other details in brief.



17 Any other relevant information the applicant likes to furnish

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Enclosures :           1  
                              2  
                              3  
                              4  
                              5

### Declaration

I, \_\_\_\_\_ son / daughter of \_\_\_\_\_ residing at \_\_\_\_\_, the proprietor / one of the partner / Directors of the applicant firm / Company do hereby declare that the statements made and information disclosed in the application and the enclosures sent herewith signed by me are true to the best of my information and belief. If, however, any statement or information disclosed in the application and the enclosures sent herewith are found to be untrue, the allotment and / or lease granted in pursuence to this application shall be deemed to have been procured fraudulently and consequents of such procurement of allotment / lease will be dealt with by the Corporation in accordance with the law.

Any change / modification / variation in any of the information disclosed / change of constitution of the Company / firm will be communicated to the Corporation at the earliest along with supporting documents.

\_\_\_\_\_  
Signature in full

\_\_\_\_\_  
Designation & Seal of Office

Place :

Date:



**PARTICULARS OF PROMOTER / DIRECTOR**

To be submitted with application for allotment of land in WBIDC Industrial Growth centre. Please use extra sheet for for each Promoter / Director.

1 Name of the Unit :

2 Bio data of Promoter / Director

i Name

ii Age

iii Address

iv Phone No. Office : \_\_\_\_\_ Residence : \_\_\_\_\_

v Fax No \_\_\_\_\_

vi E-Mail ID : Organisation: \_\_\_\_\_@\_\_\_\_\_ Self : \_\_\_\_\_@\_\_\_\_\_

vii Academic Qualification

viii Professional/Work Experience

Year	Employer	Designation	Functional Duties	Salaries Drawn
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3 Functional Responsibilities in the Unit

4 Equity / Loan contribution in the unit :

5 If associated as Proprietor / Director / Shareholder with Concerns other than in the Applicant unit, please give details.

## Instructions

The applicant is required to submit the following documents as applicable :

1a. In case of Public / Private Limited Company / Joint Venture Company

- i Photocopies of Certificate of Registration alongwith Memorandum of Association & Article of Association and Balance sheet
- ii A brief Statement showing name of the Directors, their respective shareholding, term of office, PAN, DIN etc.

1b. In case of Partnership firm :

- i Name and address of each Partner
- ii Certified Copy of Certificate of registration of Firm
- iii Copy of Partnership Deed

1C. In case of Co-operative Society

- i Registration Certificate and Bye Laws

1d. In case of Foreign Collaboration / JVC Agreement duly approved by Govt. of India:

- i Approval Certificate
- ii Certificate of Registration of the Company

2 Audited annual accounts and annual report for last three years period

3 Detailed Project report (in duplicate) containing organisational, technical, Market, financial, economic & environmental analysis and plant layout drawing justifying requirements of desired quantity of land. Soft files of the report in MS word (for text materials), MS Excel (for financial computations) and AutoCAD (for plant layout drawing) are to be submitted for techno-economic feasibility evaluation of submitted project report. Relevant specific information required in course evaluation are also to be supplied.

4 Updated Income Tax Clearance Certificate

[If any document is not readily available, please indicate the possible date of availability of such documents.]