

**APPLICATION FORM AND CHECK LIST FOR RECOMMENDING THE CASE OF TRANSFER OF LEASE  
HOLD RIGHTS OF INDUSTRIAL PLOTS**

<b>SR. NO.</b>	<b>PARTICULAR OF ENTERPRISE</b>	<b>TRANSFEROR UNIT</b>	<b>TRANSFeree UNIT</b>
1	Name, Constitution, Address & Registration no. AS Company /Firm		
2	Detail of manufacturing activity		
3	Date of commencement of production		
4	Acknowledgement No. & Date of PMT/EM-II/U.A.M		
5	Present status of unit on plant		
6	Details of allotment & lease deed: Date of allotment /earlier transfer Date of possession: Area in square mtrs.: Rate of allotment: Date of execution of lease deed/supplementary lease deed		
7	Calculation of unearned increase in premium payable(application rate as on date notified -rate at the time of allotment)x area		
8	Whether leasehold rights of plot mortgaged with bank/F.I. If yes ,Details of NOC		
9	Reasons for transfer with documentary evidence to substantiate reason.		
10	Recommendation under specific applicable Rule		

**Signature & Seal of recommending authority**

**PTO**

**Check list of documents to be submitted with the LHRs case:**

**1) Certificate by DDI/GM/MS under his seal and signature :**

- That transferor unit remained in production (w.e.f.  to ) for period less than /more than five years as the case may be.
- That PMT/EM-II/U.A.M has not been acknowledged in favour of transferor unit , but undersigned is satisfied as regards the period for which unit is/has remained in production on the basis of VAT returns or other documents(pl. specify) submitted by party kept on the record of DIC/SWCA.
- That the transferor unit has paid entire dues on account of earlier change in constitution, ownership, manufacturing activity ,extension in time period of provisional allotment ,maintenance charges and water charges etc.
- That transferor unit has/has not availed any kind of incentive which is/are conditional upon for running unit for particular period or if he has availed , In such event in these conditions have been met and are not applicable as on date.

**2) Request letter for both the parties.**

**3) Agreement to sell/transfer between parties duly registered with the Sub registrar clearly indicating the onus to pay past & future liabilities (dues of any kind) of transferor unit toward all govt. departments/ Boards /Corporation/Local bodies.**

**4) NOC from bank /F.I. with whom LHRs is mortgaged.**

**5) Registration certificate under companies Act/ Indian partnership Act -1932/Board Resolution; whichever is applicable, for sale and purchase of LHRs.**

**6) Registered GPA /Authority letter/ Board Resolution to sign the documents for sale and purchase of LHRs, wherever applicable. (in case of partnership firm, consent of all partners for sale and purchase of LHRs.**

**NOTE: All supporting documents must be attested by the recommending officer.**