

**HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.  
PANCHKULA**

<b>Manual for Estate Management Activities - Standardization of Documents</b>			
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## Manual for Estate Management Activities - Standardization of Documents

### Introduction:

In line with the decision taken by the State Govt. under Enterprises Promotion Policy-2015 (EPP-2015), HSIIDC has revised its Estate Management Procedures which have come into operation w.e.f. 16.10.2015, (hereinafter referred to as 'EMP-2015').

The provisions of EMP-2015 are applicable to the existing as well as future allottees of the Industrial plots/sheds, residential, group housing, commercial, institutional & industrial worker housing plots/sites, in various Industrial Estates/Industrial Model Townships (IMTs) developed by HSIIDC as well as Industries Department, Haryana, transferred to HSIIDC.

All service requests to be received after implementation of EMP-2015, shall be dealt as per the provisions of EMP-2015, including charging of fee/processing fee, wherever applicable. All pending applications, received before coming in to force of EMP-2015 shall be considered to have been filed on 16.10.2015 i.e. the date of implementation of EMP-2015 and shall be dealt under the relevant provisions of EMP-2015. However, in all cases, the minimum investment criteria for prestigious projects and the provisions with regard to the applicability of enhanced cost shall be as applicable at the time of allotment.

As per EMP-2015, the Corporation shall be providing following Estate Management Services to its allottees, subject to submission of application by the allottee:

1. To hand over physical possession of the plots
2. Demarcation of plot
3. To grant extension in time for implementation of the project
4. To grant part project completion certificate/project completion certificate
5. To execute conveyance deed of the industrial plots/sheds
6. To issue NOC to Mortgage the plots/sheds in favour of bank/institution\*
7. To consider the request of the allottee for change in constitution
8. To grant permission to lease out the premises/built-up space
9. To grant permission for transfer of plots/sheds
10. Change of ownership (other than death cases)\*\*
11. Issuance of No Objection certificate/Duplicate Allotment/Re-allotment letter
12. Attested copy of any document
13. No dues certificate
14. Issuance of plinth level certificate
15. Change of plot
16. Change of Name
17. Surrender of Plot/Shed
18. Change of project
19. Bifurcation of plot/shed

20. Building plan approval
21. Occupation Certificate
22. Water connection
23. Sewerage connection

\* The requirement of obtaining NOC to mortgage from the Corporation has been dispensed with w.e.f. 16.10.2015.

\*\* May refer to the provisions of transfer of plots or change in constitution, as the case may be and the relevant proformas may be used.

\*\*\* For transfer of plots in case of sale and transfer of plots uncontested, the relevant proformas given in Chapter- may be used.

With a view to streamline the above estate activities and to facilitate the allottees to file their applications/requests, it has been decided to standardize the various documents required to be submitted by the allottees to the concerned Estate Manager of the Corporation.

**CHAPTER-A**  
**Physical possession of the plots/sheds**

The physical possession of the plots/sheds can be taken over by the Allottees any time after payment of 25% price of the plot/shed and execution of agreement for allotment of plot/shed. Normally the Corporation will offer physical possession of the plot on completion of minimum infrastructure facilities i.e. motorable assessed roads, water supply systems and electricity distribution system. However, the allottee may suo moto request the Corporation to take physical possession of the plot without completion of above facilities. The implementation period of 3/2 years as the case may be shall be effective from the date of offer of physical possession by the Corporation or taking over of physical possession without basic infrastructure facilities by the Allottees, whichever is earlier. The detailed provisions relating to physical possession of the plots/sheds may be referred to under **Chapter-4 of EMP-2015**.

**A. Procedure:**

- i. After making the payment of 25% price of the plot/shed and execution of allotment agreement, the allottee shall be required to submit his request for taking over physical possession of the plot through on-line mode on the e-governance portal of the Corporation at [www.hsiidcesewa.org.in](http://www.hsiidcesewa.org.in) using his login ID & password, provided by the concerned Field Office of the Corporation;
- ii. The allottee shall then submit a hard copy of the request along with requisite documents in the office of concerned Estate Manager within a period of 15 days;
- iii. The concerned Estate Manager shall verify the application/documents submitted by the allottee and shall issue authorization letter as per the prescribed format (Annexure-A/II) or convey the deficiencies, if any, within three working days of receipt of hard copy of the application;
- iv. After obtaining the authorization letter from the Estate Manager, the allottee shall approach the concerned in-charge of the Industrial Area Wing of that estate, who shall get the site demarcated and hand over physical possession of the plot/shed to the allottee within three working days and shall issue possession certificate as per the prescribed format (Annexure-A/III).

**B. Documents required to be submitted:**

**1. In case of Individual:**

- i. Request from the allottee on letter head/plain paper for taking over possession of the plot as per prescribed format (Annexure-A/I for suo moto possession cases; Annexure-A/I-a for possession offered cases)
- ii. Photo identity proof.
- iii. Undertaking as per Annexure-A/IV for suo moto possession cases.

**2. In case of Partnership Firm/LLP:**

- i. Request from the authorized partner on letter head/plain paper for taking over possession of the plot as per prescribed format (Annexure-A/I for suo moto possession cases; Annexure-A/I-a for possession offered cases).
- ii. Photo identity proof of the authorized partner.
- iii. In case only one partner has approached for taking over possession of the plot, authorization letter from other partners in his/her favour and such one partner shall preferably be the majority stake holder in the firm.
- iv. Self certificate duly signed by all the partners that there are no changes in the partners since the date of allotment till date.
- v. Undertaking as per Annexure-A/IV for suo moto possession cases.

**3. In case of Company:**

- i. Request from the authorized person on letter head of the company for taking over possession of the plot as per prescribed format (Annexure-A/I for suo moto possession cases; Annexure-A/I-a for possession offered cases).
- ii. Photo identity proof of such authorized person.
- iii. Board resolution of the company for taking over possession of the plot and authorization in favour of authorized person.
- iv. Self / CA Certificate indicating the details of authorized & paid up capital, names of shareholders, No. of shares held by each shareholder and details of directors of the company at the time of allotment and all subsequent changes therein from time to time (date-wise) till date (*applicable in case the allottee approaches for physical possession of the plot after six months of offer of possession*).
- v. Undertaking as per Annexure-A/IV for suo moto possession cases.

(Application for taking over physical possession of the plot - Suo Moto cases)

Annexure-A/I

Date:- \_\_\_\_\_  
Request ID:- \_\_\_\_\_

Estate Manager,  
HSIIDC Ltd.  
\_\_\_\_\_.

Sub.: Request for taking over physical possession of Plot No.\_\_\_\_\_,  
Sector\_\_\_\_\_, Phase\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted by HSIIDC in favour of \_\_\_\_\_  
\_\_\_\_\_ vide Regular Letter of Allotment No.\_\_\_\_\_ dated \_\_\_\_\_  
for setting up a project of\_\_\_\_\_.
2. Physical possession of the captioned plot is yet to be offered by HSIIDC, however, I/we intend to take over physical possession of the plot under clause 4.5 of EMP-2015 on 'as is where is basis' as I/we want to set up my/our project on the said plot at the earliest possible. In the absence of complete development work/ Infrastructure facilities, I/we would not lodge any claim whatsoever against HSIIDC at any stage, as the HSIIDC has not so far offered the physical possession to me/us.
3. I/we have already deposited all the due installments towards cost of the plot including enhancement and there is no default as of today.
4. I have been duly authorized by the other partners/BoD/Trustees/LLP/HUF to file this application and take physical possession of the plot from HSIIDC on behalf of the firm/ Company/ LLP/ Trust/ HUF.
5. In case of excess area, I opt to pay cost of excess area in :-  
Lumsum   
In installments   
(Please tick one)

You are requested to please handover physical possession of the captioned plot to the undersigned & oblige.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

\_\_\_\_\_ (Name of the possession taker)

\_\_\_\_\_ (Relationship with the allottee)

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Enclosures:-

(Application for taking over physical possession of the plot - Possession offered cases)

Annexure-A/I-a

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

Request ID:- \_\_\_\_\_

Estate Manager,  
HSI IDC Ltd.

\_\_\_\_\_.

Sub.: Request for taking over physical possession of Plot No.\_\_\_\_\_,  
Sector\_\_\_\_\_, Phase\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted by HSI IDC in favour of \_\_\_\_\_  
\_\_\_\_\_ vide Regular Letter of Allotment No.\_\_\_\_\_ dated \_\_\_\_\_  
for setting up a project of\_\_\_\_\_.
2. Physical possession of the captioned plot was offered by HSI IDC w.e.f.\_\_\_\_\_, which  
has been accepted by me/us/company.
3. I/we have already deposited all the due installments towards cost of the plot  
including enhancement and there is no default as of today.
4. I have been duly authorized by the other partners/BoD/Trustees/LLP/HUF to file this  
application and take physical possession of the plot from HSI IDC on behalf of the  
firm/ LLP/Company/ Trust/ HUF.
5. In case of excess area, I opt to pay cost of excess area in :-

Lumsum

In installments   
(Please tick one)

You are requested to please handover physical possession of the captioned plot to  
the undersigned & oblige.

Thanking you,  
Yours Sincerely,

For \_\_\_\_\_ (Allottee)

\_\_\_\_\_ (Name of the possession taker)  
\_\_\_\_\_ (Relationship with the allottee)

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Enclosures:-

(Authorization letter for handing over physical possession of the plot)

Annexure-A/II

HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

Date:- \_\_\_\_\_  
Reference No.:- \_\_\_\_\_

Allottee Name and Address

Sub.: Authorization letter for handing over physical possession of Plot No.\_\_\_\_\_,  
Sector\_\_\_\_\_, Phase\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Sir / Madam,

This has reference to your request dated \_\_\_\_ for taking over physical possession of the captioned plot/shed, measuring \_\_\_\_\_, which has been allotted to you vide RLA No. \_\_\_\_\_ dated \_\_\_\_\_.

In this connection, you are requested to approach our DGM(IA)/ AGM(IA)/Sr. Manager (IA) HSIIDC, \_\_\_\_\_ for taking over the possession of the aforesaid said plot/ shed, on any working day with prior appointment within a period of 30 days of issuance of this letter.

Thanking you,

Your faithfully,  
For HSIIDC Ltd.

Estate Manager

CC:  
DGM(IA)/AGM(IA)/Sr. Manager (IA)  
(Location)

With the request to hand over the physical possession of plot/shed no.-\_\_\_\_\_, Sector-\_\_\_\_\_, Phase-\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, to Sh./Smt. \_\_\_\_\_ allottee/authorized representative, whose photo ID is enclosed herewith, under intimation to this office. This authorization is valid for a period of 30 days.



(Possession Certificate)

Annexure-A/III

HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

POSSESSION CERTIFICATE

This is to certify that physical possession of plot/shed no.\_\_\_\_, Sector-\_\_\_\_ , Phase \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, measuring \_\_\_\_\_ has been handed over to Sh. \_\_\_\_\_ on dated \_\_\_\_\_.

Sketch Of Plot  
(not to scale)

Handed over  Manager (IA)/ Sr. Manager (IA)/AGM(IA) <b>(Location)</b>	Taken over  <b>(Name of the possession taker)</b>
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A copy is forwarded to:

1. Name & Address of the allottee
2. Estate Manager, HSIIDC, **(Location)** w.r.t. his letter no. \_\_\_\_\_ dated \_\_\_\_\_.
3. In-charge, Planning Wing, HSIIDC, **(Location)** - for zoning purpose.

Reference no. \_\_\_\_\_

Dated-\_\_\_\_\_

DGM(IA)/AGM(IA)/Sr. Manager(IA)  
**(location)**

## Undertaking for Suo Moto Possession

Annexure-A/IV

### UNDERTAKING

Managing Director,  
Haryana State Industrial & Infrastructure Development Corporation Limited,  
C-13 & 14, Sector 6,  
Panchkula.

I \_\_\_\_\_ s/o \_\_\_\_\_ resident of \_\_\_\_\_, Director/ partner / Proprietor of M/s \_\_\_\_\_, allottee of plot no. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, Cluster \_\_\_\_\_ Industrial Estate \_\_\_\_\_ do hereby solemnly affirm and undertake as under:-

1. That I have been duly authorized by the resolution passed by the Board of Directors of M/s \_\_\_\_\_ in the meeting held on \_\_\_\_\_ ( Applicable in the case of Company )/other partners of the firm/LLP to give this undertaking on behalf of the Company/Firm/LLP.
2. That I/We have been allotted the aforesaid plot/shed measuring \_\_\_\_\_ sq. meters vide RLA dated \_\_\_\_\_ by HSIIDC, without offer of physical possession.
3. That I/we want to take the physical possession of the said plot on ' as is where is basis' as I/we want to set up my/our unit on the said plot at the earliest possible without the development work completed by HSIIDC.
4. That in the absence of complete development works/ Infrastructure facilities, I/we would not lodge any claim whatsoever against HSIIDC, as the Corporation has not so far offered the physical possession of the plot to me.
5. That the implementation period of three years shall be counted from the date of my/our taking over the physical possession of the plot/shed. Further I/we have already remitted 25% cost of the plot to HSIIDC and also executed the allotment agreement.

Place : \_\_\_\_\_  
Dated: \_\_\_\_\_

Executant

Verification :-

I, the above named executant do hereby further solemnly affirm and declare that the contents of my above undertaking are true and correct to my knowledge as derived from the official records of the Company (Applicable in case of Company)/ that the contents of my above undertaking are true and correct to my knowledge (Applicable in case of individual/ partner) and nothing material has been concealed therein.

Verified at \_\_\_\_\_ on \_\_\_\_\_.

Executant

**CHAPTER-A-1**  
**Demarcation of the plot**

Although, demarcation of plots is part of the physical possession process, however, in case an allottee intends to get his/her/its plot demarcated at any stage, he/she/it can apply for the same to the in-charge of the Industrial Area Wing of the concerned Industrial Estate on plain paper/letter head as per prescribed format (Annexure-A-V) along with a copy of the physical possession certificate, if possession already taken.

The in-charge of the Industrial Area Wing shall get the plot demarcated, within a period of five working days, in the presence of the allottee or his/her/its representative and get the same acknowledged on the request letter itself.

(Application for demarcation of the plot)

Annexure- A-V

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

Sr. Manager/AGM/DGM  
Industrial Area Wing,  
HSI IDC Ltd.

\_\_\_\_\_.

Sub.: Request for demarcation of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted by HSI IDC in favour of \_\_\_\_\_  
\_\_\_\_\_ vide Regular Letter of Allotment No.\_\_\_\_\_ dated \_\_\_\_\_  
for setting up a project of\_\_\_\_\_.

2. Physical possession of the captioned plot was taken over by me/us on  
\_\_\_\_\_

You are requested to please demarcate the plot & oblige.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

Enclosures:- Copy of possession certificate

---

**For Office Use**

The plot has been demarcated in the presence of \_\_\_\_\_ (Name of the  
allottee/his representative) on \_\_\_\_\_.

In-charge, IA Wing  
Industrial Estate:\_\_\_\_\_

Acknowledged

(Signature of the Allottee/representative)

**CHAPTER-B**  
**Extension in time for Implementation/Completion of the Project**

As per terms of the allotment, the allottee is required to complete the project on the industrial plot within a period of three years (two years in case of shed/flatted factory) from the date of offer of possession or actual possession of the plot/shed, whichever is earlier. The detailed provisions relating to time extension & completion of project may be referred to under **Chapter-5 of EMP-2015**.

In case, the allottee is not able to complete the project on the plot within the initial stipulated period of three years (two years in case of shed/flatted factory), an extension for a period of three years (subject to eligibility as mentioned in Chapter-5 of EMP-2015) can be granted by the Corporation on request of allottee and payment of prescribed extension fee.

**A. Procedure:**

- i. The allottee shall apply for the first, second or the third year extension, as the case may be, before the expiry of stipulated / extended implementation period through on-line mode on the e-governance portal of the Corporation at [www.hsiidcesewa.org.in](http://www.hsiidcesewa.org.in) using his login ID & password, provided by the concerned Field Office of the Corporation;
- ii. The allottee shall then submit a hard copy of the request along with requisite documents in the office of concerned Estate Manager within a period of 15 days;
- iii. The concerned Estate Manager shall verify the eligibility of the allottee for extension and shall convey the decision to the allottee within a period of 14 working days of receipt of hard copy of the application;

**B. Documents required to be submitted:**

- i. Request from the allottee as per prescribed format (Annexure-B/I)
- ii. Copy of the physical possession certificate and letter conveying approval of building plans or acknowledgment issued by concerned DTP/STP in case of self-certification.
- iii. Status of construction with proofs such as photographs of the site, DPC certificate, Occupation Certificate etc. as the case may be and plan for completion of the project.
- iv. Payment of extension fee as per prescribed payment procedure.

**Application for extension in time for completion of project**  
(to be submitted to concerned Estate Manager before expiry of stipulated period/within 15 days of filing on-line application)

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

Request ID:- \_\_\_\_\_

Estate Manager,  
HSIIDC Ltd.

\_\_\_\_\_.

Sub.: Request for Extension to implement/complete the project in respect of Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, \_\_\_\_\_, IE/IMT \_\_\_\_\_.

1	Name of the Allottee	
2	Date of RLA	
3	Date of Offer of Possession	
4	Date of taking over Physical Possession	
5	Area of the Plot as per RLA	
6	Area as per Possession Letter	
7	Date of Approval of Building Plans (enclose copy of approval letter or acknowledgment issued, as the case may be)	
8	Date of start of construction	
9	Date of DPC certificate	
10	Date of Occupation Certificate	
11	Extension fee payable (to be calculated by the system)	Extension Fees: Service Tax: Total:
12	Stipulated / Extended project Completion date	
13	Present status of the project (if under construction, level of construction)	
14	Details of payment of extension fee (to be filled in by the applicant)	

You are requested to please grant extension of one year to implement/complete the project.

Thanking you,  
Yours Sincerely,  
For \_\_\_\_\_

(Allottee/Partner(s)/Authorized Representative)

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Encl:

**CHAPTER-C**  
**Issuance of Part Completion / Project Completion Certificate**

It will be obligatory on the part of the allottee to obtain 'Part Completion Certificate' / 'Project Completion Certificate' as the case may be from the concerned Estate Manager which will be conclusive evidence with regard to part completion/completion of the project. The detailed provisions relating to part completion / completion of project may be referred to under **Chapter-5 of EMP-2015**. However, in cases where the project has already been completed by the allottee before coming into force EMP-2011/2015 and/or the plot has once been transferred / leased out by the allottee after permission of the Corporation, no such project completion certificate shall be required to be obtained by the allottee. The project completion certificate shall facilitate the allottee to obtain the approval/sanction in respect of the estate activities viz; permission for leasing of built up space, permission for transfer of plot/shed etc. without submission of proof of completion of the project again.

**A. Procedure**

- i. The allottee shall apply to the concerned Estate Manager for part completion certificate/project completion certificate, as the case may be, within 15 days of part completion/completion of the project as defined under clause 5.10 or 5.11 of EMP-2015, as the case may be, on the prescribed format along with requisite documents. For project completion certificate the allottee may submit his application through on-line mode on the e-governance portal of the Corporation at [www.hsiidcesewa.org.in](http://www.hsiidcesewa.org.in) using his login ID & password, provided by the concerned Field Office of the Corporation;
- ii. The Estate Manager shall examine the request & supporting documents and shall inspect the unit or cause the same to be inspected by a team of his officers within a period of ten days, preferably in the presence of the allottee;
- iii. The Estate Manager shall issue the part completion certificate/project completion certificate, as the case may be, within 14 working days of receipt of application along with the supporting documents, where the allottee's claim is found to be in order or decline the same, giving reasons thereof, if the claim of the allottee is not found in order.

**B. Documents required to be submitted:**

- a. **For Part Completion Certificate:**
  - i. Request from the allottee as per prescribed format (Annexure-C/I)
  - ii. Documents in support of part completion of the project as per Annexure-C/II.

**In case the Estate Manager is satisfied with the claim of the allottee, the Part Completion Certificate shall be issued as per Annexure-C/III.**

**b. For Project Completion Certificate:**

- i. Request from the allottee as per prescribed format (Annexure-C/I)
- ii. Documents in support of project completion as per Annexure-C/II.

**In case the Estate Manager is satisfied with the claim of the allottee, the Project Completion Certificate shall be issued as per Annexure-C/III.**

**c. For Deemed Project Completion under clause 5.10(iii) of EMP-2015:**

- i. Request from allottee as per prescribed format (Annexure-C/IV)
- ii. Copy of occupation certificate

**In case the Estate Manager is satisfied with the claim of the allottee, the Deemed Project Completion Certificate shall be issued as per Annexure-C/IV.**



**Application for issuance of Part Completion Certificate / Project Completion Certificate  
under EMP-2015**

(To be submitted to the concerned Estate Manager within 15 days of part completion/  
completion of the project)

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

Request ID: \_\_\_\_\_

**Estate Manager,  
HSIIDC Ltd.**

\_\_\_\_\_.

**Sub.: Application for issuance of Part Completion Certificate\* under Clause-5.10(ii)\* or 5.11(i)(b) of EMP-2015 / Project Completion Certificate\* under Clause-5.10(i)\* or 5.11(i)(a)\* of EMP-2015 in respect of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_, Cluster\_\_\_\_\_, I.E.\_\_\_\_\_.**

Sir,

With reference to the captioned subject, it is to inform you that I/we have partly completed\*/completed\* the project as per clause 5.10(ii)\* or 5.10(i)\* or 5.11(i)(b)\* or 5.11(i)(a)\* of EMP-2015 on captioned plot w.e.f. \_\_\_\_\_ , details of which are as under:

1	Name of the original allottee	
2	Whether any Change in Constitution/ Transfer of plot was allowed, if yes, in whose favour	
3	Approved project as per RLA	
4	Whether any change of project allowed, if yes, what	
5	Date of Allotment	
6	Date of offer of possession	
7	Stipulated/extended date for completion of the project	
8	Date of Occupation Certificate	
9	Actual date of start of commercial production	
10	Name of the firm/company implementing the project	
11	Name of the Project implemented i.e. product being manufactured	
12	SSI (PMT) registration No. & Date, if obtained	
13	Date of commencement of production as per PMT, if obtained	
14	Date of release of Electricity Connection	
15	VAT Registration No. and date, if applicable	
16	Central Excise Registration No. & date, if applicable	
17	PF registration No., if applicable	
18	ESI Registration No., if applicable	
19	No. of workers employed:	
	Haryana Domicile	
	Others	
	Total	
20	Date of release of Sewer connection	
21	Date of release of water connection	
22	Date of first sale bill & value of goods sold from the date of implementation till date	
23	Total sales tax paid till date from the date of	

	implementation	
24	Total excise duty paid till date from the date of implementation	
25	Date of first raw material purchase bill & value of raw material purchased from the date of implementation till date	
26	Date of first main machine purchase bill	
27	Total investment made till date (Rs. In lakhs): Land: Building: P&M: Other: Total:	

You are requested to please inspect the unit & issue Part Completion Certificate\*/Project Completion Certificate\*.

\* delete whichever is not applicable

Thanking You,  
Yours Sincerely,

**(Allottee/Partner/Director)**

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_.

Encl.: As per annexure-C/II.

**List of documents to be attached with application for issuance of Part Completion Certificate under Clause-5.10(ii) or 5.11(i)(b) of EMP-2015 / Project Completion Certificate under Clause-5.10(i) or 5.11(i)(a) of EMP-2015**

1. In case of company, certified copy of BoD resolution confirming date of commencement of production.
2. Certified copy of first sale bill
3. Certified copy of first raw material purchase bill.
4. List of machinery installed with certified copies of machinery purchase bills.
5. Certified copy of workers attendance register and wages payment record.
6. Certified copy of electricity load sanction letter and electricity Bills.
7. Certified copy of PMT (Permanent SSI registration) issued by GM/DIC, if obtained.
8. Certified copy of VAT registration, Excise registration, PF and ESI registration, if applicable.
9. Copy of occupation certificate.
10. Copy of sanction letter for sewer connection.
11. Photographs of the unit in production with date.
12. Certified copies of VAT, Excise, PF, ESI returns, if applicable (where different returns are yet to be filed, enclose copies of payment challans)
13. Certified copy of NOC/Consent to operate issued by HPCB.
14. Certificate from a Chartered Accountant, certifying total investment made in the project.
15. Self / CA certificate indicating the details of authorized & paid up capital, names of shareholders, No. of shares held by each shareholder and details of directors of the company at the time of allotment and all subsequent changes therein (date-wise) from time to time till date.

(Format of Part Completion Certificate / Project Completion Certificate to be issued by the Estate Manager under EMP-2015)

HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

To,

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_

Sub.: Part Completion Certificate\* /Project Completion Certificate\* in respect of Plot/shed No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, I.E. \_\_\_\_\_.

Sir,

This has reference to your application dated \_\_\_\_\_ for issuance of Part Completion Certificate\* / Project Completion Certificate\* as per provisions of EMP-2015 in respect of captioned plot/shed. In this regard it is to inform you that taking into consideration the documents submitted by you and the relevant information, your project has been accepted as partly completed\* / completed\* w.e.f. \_\_\_\_\_ in terms of provisions of Estate Management Procedures - 2015.

This certificate is issued without prejudice to compliance of other terms & conditions of RLA/agreement already executed by you with the Corporation and provisions of EMP-2015.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

**Application for issuance of Project Completion Certificate  
under Clause-5.10(iii) of EMP-2015**

(To be submitted to the concerned Estate Manager within 15 days of issuance of Occupation Certificate)

Estate Manager,  
HSIIDC Ltd.

Date:

\_\_\_\_\_.

Sub.: Application for issuance of Project Completion Certificate under Clause-5.10(iii) of EMP-2015 in respect of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, I.E.\_\_\_\_\_.

Sir,

With reference to the captioned subject, it is to inform you that I/we have completed the project in terms of clause 5.10(iii) of EMP-2015, details of which are as under:

1	Name of the allottee	
2	Date of Allotment	
3	Date of offer of possession	
4	Date of actual possession & size	
5	Stipulated/extended date for completion of project	
6	Date of issuance of Occupation Certificate	
7	Details of construction as per Occupation Certificate in sq. meters	Basement - Ground Floor- First Floor- Second Floor- Mumty etc.-
8	FAR availed	
9	%age of PCA achieved	

You are requested to please issue Project Completion Certificate under clause 5.10(iii) of EMP-2015.

Thanking You,  
Yours Sincerely,

**(Allottee/Partner/Director)**

Address:\_\_\_\_\_

\_\_\_\_\_

Phone No.\_\_\_\_\_.

Encl.: Copy of Occupation Certificate dated \_\_\_\_\_.

(Format of Project Completion Certificate to be issued by the Estate Manager under clause 5.10.iii of EMP-2015)

**HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

To,

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_

**Sub.:** Project Completion Certificate in respect of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_,  
Phase\_\_\_\_\_, I.E. \_\_\_\_\_.

Sir,

This has reference to your application dated \_\_\_\_\_ for issuance of Project Completion Certificate under clause 5.10.iii of EMP-2015 in respect of captioned plot. In this regard it is to inform you that taking into consideration the documents submitted by you, your project has been accepted as completed w.e.f. \_\_\_\_\_ in terms of Clause 5.10.iii of Estate Management Procedures - 2015.

This certificate is issued without prejudice to compliance of other terms & conditions of RLA/agreement already executed by you with the Corporation and provisions of EMP-2015.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

**CHAPTER-D**  
**Execution of Conveyance Deed of Plot/Shed**

The Conveyance Deed in respect of plots/sheds allotted by the Corporation can be executed in favour of the Allottees after payment of full cost of the plots/sheds including enhanced cost, if any and clearance of all other dues of the Corporation and after the allottee had taken physical possession of the plot. Further, at the time of execution of conveyance deed the allottee shall not be in violation of any of the terms & conditions of allotment and provisions of EMP-2015.

All the Allottees are advised to get the title of the plot/shed conveyed in their favour within six months of making full payment of the price of the plot. Further, in case of partnership firm/LLP/company, if there are any changes in the partners/shareholders, the allottee shall ensure approval of the same from the Corporation, as per applicable EMP, before applying for execution of conveyance deed.

**A. Procedure**

- i. The allottee shall apply to the concerned Estate Manager for execution of conveyance deed in his/her/its favour through on-line mode on the e-governance portal of the Corporation at [www.hsiidcesewa.org.in](http://www.hsiidcesewa.org.in) using his login ID & password, provided by the concerned Field Office of the Corporation. A copy of the request on the prescribed format (Annexure-D-I) along with requisite documents shall be submitted to the concerned Estate Manager within 15 days of online application;
- ii. The Estate Manager shall examine the request & supporting documents and shall convey decision on the request within a period of ten working days advising the allottee to remove the deficiencies/visit his office within five working days with prior appointment for execution of conveyance deed as per format at Annexure-D/III and registration thereof with the concerned sub-registrar.

**Documents required to be submitted by the allottees for execution of Conveyance Deed**

**A. Common documents for all allottees:**

1. Stamp Duty payment certificate/stamp papers of the prescribed value (for the purpose of calculation of stamp duty, the cost of plot shall also include enhanced cost, if any).
2. Copy of PAN number of the allottee.
3. Address & Identity (with photo) proof of person(s) executing the conveyance deed (Voter I card, driving license, passport etc.).
4. Undertaking on NJSP of Rs.20/- duly attested by Notary Public/Executive Magistrate First Class as per format at Annexure-D/II

5. 3 no. site plan on tracing cloth

B. In case of Partnership Firm/LLP:

1. In case of Partnership Firm/LLP, if only one partner has approached for execution of conveyance deed in favour of the firm, authorization letter from other partners in his/her favour along with a self-certificate that there are no changes in the partners of the firm since the date of allotment or change in constitution, as the case may be. Further, such one partner shall preferably be the majority stake holder in the firm.

C. In case of Company:

1. Certified copy of Board Resolution with authorization in favor of the person executing the conveyance deed.
2. Self / CA Certificate indicating the details of authorized & paid up capital, names of shareholders, No. of shares held by each shareholder and details of directors of the company at the time of allotment and all subsequent changes therein from time to time (date-wise) till date (in case of company).



**Application for execution of conveyance deed**

(To be submitted to the concerned Estate Manager within 15 days of submission of online request)

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

Request ID: \_\_\_\_\_

**Estate Manager,  
HSIIDC Ltd.**

\_\_\_\_\_.

**Sub.: Request for execution of conveyance deed in respect of Plot No.\_\_\_\_\_,  
Sector\_\_\_\_\_, Phase\_\_\_\_, Cluster\_\_\_\_\_, I.E.\_\_\_\_\_.**

Sir,

With reference to the captioned subject kindly execute conveyance deed of the plot/shed in our favour.

1	Name of the allottee	
2	Date of RLA	
3	Date of offer of possession	
4	Date of taking over physical possession	
5	Area as per possession certificate	
6	Stipulated/extended date for completion of the project	
7	Whether any change in constitution allowed (Yes/no) If Yes, in favour of Date of change in constitution	
8	Detail of amount paid towards principal price of the plot	Basic price-_____ Enhanced cost _____ Total _____
9	Amount of Stamp Duty paid/payable	Rs._____
10	Stipulated period for implementation	
11	Status of implementation of project	
12	Name of the person executing the conveyance deed and his/her relation with the allottee	
13	PAN No. of the person/entity in whose favour conveyance deed is to be executed	

Requisite documents for execution of conveyance deed are enclosed.

Thanking You,  
Yours Sincerely,

**(Allottee/Partner/Director)**

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_.

Encl.: As above.

Annexure-D/II

To be submitted on plain paper/letter head of the allottee along with photograph of the executant(s)

Photo of the  
executant

UNDERTAKING

The Managing Director  
Haryana State Industrial & Infrastructure  
Development Corporation Ltd.  
C-13 & 14, Sec-6, Institutional Area  
Panchkula-134109

I/we \_\_\_\_\_ s/d/w/o Sh. \_\_\_\_\_ r/o \_\_\_\_\_  
\_\_\_\_\_, proprietor/partners/authorized representative (in case of company)  
of \_\_\_\_\_, having registered office at  
\_\_\_\_\_ do hereby solemnly affirm, declare and undertake as  
under: -

1. That Plot \_\_\_\_\_, Phase/Sector \_\_\_\_\_, Industrial Estate/IMT \_\_\_\_\_, Distt. \_\_\_\_\_, was allotted by HSIIDC vide RLA no. \_\_\_\_\_ dated \_\_\_\_\_ to \_\_\_\_\_. Subsequently, on request of the allottee the HSIIDC had allowed change in constitution in favour of \_\_\_\_\_ vide letter dated \_\_\_\_\_. The possession of the said plot has been taken over on \_\_\_\_\_.
2. That I/we hereby affirm that I/we are aware of State Govt.'s Enterprise Promotion Policy-2015 and the Estate Management Procedure 2015 of HSIIDC, as amended from time to time and undertake to abide by the same.
3. That I/we have already completed / partly completed the project within the stipulated period / will complete the project within the stipulated period on the plot in question, after obtaining Occupation Certificate, failing which, the HSIIDC will be at liberty to initiate any action against the said plot including resumption of plot.
4. That I/we have already made payment of full tentative cost of the plot including enhanced cost, if any, and hereby undertake that I/we will clear/remit all the outstanding dues towards further enhancement, extension fee, sewer, water, maintenance charges and other dues, becoming due at a subsequent date after execution of conveyance deed, within a period of 30 days from the date of issuance of demand notice along with applicable rate of interest.
5. That the amount if not paid on demand the same shall be recovered as arrears of land revenue under the Haryana Public Monies Act (Recovery of Dues).
6. That the building constructed on the plot is as per the approved building plans and building by-laws and there is no zoning violation as on date. (*applicable in case building has been constructed*). Further there is also no other violation of the terms & conditions of allotment and EMP-2015.
7. That this undertaking shall be binding on allottee, his successors & assigns, his legal heirs, transferee etc. as the case may be.

Place:  
Date :

Executant

**Annexure-D/III**

Total Cost of Plot:Rs.\_\_\_\_\_  
Stamp duty @ \_\_\_\_%: Rs.\_\_\_\_\_  
Stamp duty paid receipt no.  
GSR/001:\_\_\_\_\_

**CONVEYANCE DEED**

This deed of conveyance made on the\_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ between the Haryana State Industrial & Infrastructure Development Corporation Limited, Registered Office C-13 & 14, Sector-6, Panchkula, hereinafter called the “transferor” of the one part, which expression shall include its successor, assignees, administrators, executors through its authorized signatory; and \_\_\_\_\_ having registered office at \_\_\_\_\_ hereinafter called the “transferee” of the other part (which expression shall include his/her/its heirs, successors, assignees, administrators, nominees, etc.) through its authorized signatory namely Sh./Smt.\_\_\_\_\_.

Whereas the plot/shed hereinafter described and intended to be hereby conveyed is owned by the transferor with full proprietary rights. Whereas Industrial Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, in Industrial Estate/IMT \_\_\_\_\_, measuring \_\_\_\_\_ sq. meters was allotted / transferred to Sh./Smt./M/s\_\_\_\_\_ for setting up the project of \_\_\_\_\_ in pursuance to his/its application for allotment / transfer of the plot, as per the terms and conditions, contained in the Agreement/transfer agreement dated \_\_\_\_\_, allotment/transfer letter dated \_\_\_\_\_, which shall continue to remain part and parcel of this deed. \*Subsequently, on his/its request change in constitution was allowed by the transferor in favour of M/s \_\_\_\_\_ vide letter dated \_\_\_\_\_/ supplementary agreement dated \_\_\_\_\_ executed with the transferor, which shall continue to remain part and parcel of this deed.

\* Strike out if not applicable.

Whereas the transferee has made the full payment amounting to Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_ ) as on date, towards the price of the said plot/shed to the transferor.

NOW THEREFORE, this deed witnesseth that for the purpose of carrying into effect the allotment letter / re-allotment letter, agreement & supplementary agreement and further in

consideration of the said sum of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_)

\_\_\_\_\_ ) paid by the transferee, the transferor hereby grants and conveys to the transferee all that part and parcel of Plot No. \_\_\_\_\_ Phase/Block / Sector in Industrial Estate \_\_\_\_\_, measuring \_\_\_\_\_ sq. meters on the following terms and conditions :-

1. \*That the allotment of the plot having been made by the Transferor before coming into force of EMP-2015, any additional price of the aforesaid plot/shed, as a consequence of enhancement in compensation that has been/may be awarded by the Court(s), in any matters/cases arising out of the acquisition proceedings or any incidental or connected matter thereto, shall be payable by the transferee, in lump sum, within 60 days from the date of issuance of demand notice without any interest or in six half yearly equal installments payable on 30<sup>th</sup> June & 31<sup>st</sup> December of each year, along with interest @ 12% p.a., on the balance outstanding. Default in payment of installments shall entail payment of penal interest @3% p.a. over and above the normal interest rate of 12% p.a. for the defaulted period on the amount in default, compounded half yearly. In the event of non-payment of such enhanced compensation as per schedule, the aforesaid plot/shed shall be liable to be resumed.

\*That the allotment of the plot having been made by the Transferor after coming into force of EMP-2015, no enhancement in price on account of acquisition of land will be charged by the Transferor from the transferee.

**\* strike whichever is not relevant.**

2. That the aforesaid plot/shed has been allotted on the “as is where is basis” and that the HSIIDC will not be responsible for levelling uneven site; and that the transferee shall be liable to pay additional sum/money for any structure/super structure, tree & plants, boundary/compound wall or any other fixture that may be standing/existing thereon at the time of allotment, for which, compensation, as assessed, had been paid by the HSIIDC.
3. That the transferee shall construct the building on the aforesaid plot after getting the building plans approved from the Registered Architect under self-certification scheme and the said building plans must be as per the Punjab Scheduled Roads and Controlled Areas restriction of Unregulated Development Rules, 1965 and Rules & Regulations of Town and Country Planning Deptt., Haryana, as applicable from time to time as well as the zoning plan of the plots. The maximum permissible covered area norms shall be governed by the Rules & Regulations of Town and Country Planning Deptt., Haryana, applicable from time to time. However, before start of construction, the transferee shall submit a copy of the approved building plans to the concerned DTP/STP of HSIIDC.
4. That the transferee shall obtain an occupation certificate from the competent authority, as per the Rules & Regulations of Town and Country Planning Deptt., Haryana, applicable from time to time as well as provisions of EMP-2015, before occupying the building and shall submit a copy of the occupation certificate in the concerned field office of HSIIDC. Further, the procedure to grant occupation certificate shall be governed by the rules & regulations of Department of Town & Country Planning, Haryana, as well as EMP-2015, as amended from time to time.
- 5\*. a) \*That the transferee shall be required to complete the project, for which the aforesaid plot has been allotted, within a period of three years from the date of offer of possession; or actual possession of the plot, whichever is earlier. Completion of the project shall mean the commencement of commercial production after coverage of construction of building in accordance with the norms specified in EMP-2015, as amended from time to time, obtaining occupation certificate from the

competent authority and installation of plant and machinery to the extent of at least 40% of the value as stated in the project report submitted by the transferee at the time of allotment of plot, in accordance with the norms specified in EMP-2015, amended from time to time. However, the transferee should, as far as possible, take following steps within a period of three year of the offer of possession or actual possession, whichever is earlier:

- i) Taking over physical possession of the plot
- ii) Submission of building plans duly approved by the Registered Architect under self-certification scheme to the Transferor.
- iii) Closure of financial tie-ups (Promoter's capital and loans etc.)
- iv) Commencement of construction at site
- v) Technical and marketing tie up
- vi) Placement of orders of machinery and other capital goods.

\*That the transferee shall be required to complete the approved project, for which the aforesaid shed/flatted factory unit has been allotted, within a period of two years from the date of offer of physical possession of the shed/flatted factory unit by HSIIDC or actual possession of the shed/flatted factory unit, whichever is earlier. Completion of the project shall mean the commencement of commercial production, after installation of the plant and machinery to the extent of at least 40% of the value as stated in the project report submitted at the time of allotment of plot and in accordance with the norms specified in EMP-2015, amended from time to time.

b) Part Completion: In the case of plot, if the allottee intends to complete the project partially after constructing building with covered area less than the prescribed minimum construction coverage norms, in such a case, the allottee shall be required to obtain part occupation certificate from the competent authority at least to the extent 50% of the minimum construction coverage norms and start commercial production by installing plant and machinery to the extent of 20% of the value as stated in project report submitted at the time of allotment of plot. In the case of shed, the allottee shall be required to start commercial production by installing plant and machinery to the extent of 20% of the value as stated in project report submitted at the time of allotment of plot start commercial production by installing plant and machinery to the extent of 20% of the value as stated in project report submitted at the time of allotment of plot, to be eligible for issuance of part completion certificate.

In such cases, further extension in time for completion of the project shall be governed by the provisions of Estate Management Procedures-2015 as amended from time to time.

c)\* Deemed project completion: In the case of plot, the allottee shall be deemed to have completed the project on the date of issuance of occupation certificate, if the allottee had completed the construction equivalent to 95% of the total permissible covered area and has not been able to commence the commercial production, for whatever reasons, but has obtained occupation certificate from the Competent Authority.

**\* Strike whichever is not applicable.**

- 6\*. (a) That the plot has been allotted under On-going Scheme for Prestigious project involving investment of more than Rs.50/40/30 crore, as per EMP-2015, the transferee shall be required to complete the project for which the aforesaid plot has been allotted within a period of three years from the date of offer of possession or actual possession of plot, whichever is earlier, after obtaining occupation certificate as per minimum construction coverage norms specified in EMP-2015; commencement of commercial production after installation of plant and machinery and making fixed capital investment in the project to the extent of at least 75% of the projected fixed capital investment subject to the minimum benchmark investment of Rs. 50/40/30 crore. However, the transferee shall be required to take possession of plot, get the

building plans approved from the Registered Architect and start construction at site within two years of offer of possession or actual possession of plot, whichever is earlier.

(b)\* Part Completion: In case, the transferee intends to complete the project partially after constructing building with covered area less than the prescribed minimum construction coverage norms, in such a case, the transferee shall be required to obtain part occupation certificate from the competent authority atleast to the extent 50% of the minimum construction coverage norms and start commercial production by installing plant and machinery as stated in the project report for first phase of the project or to the extent of 30% of the total value of plant and machinery for the project as a whole, as stated in project report submitted at the time of allotment of plot, whichever is lower. In such cases, further extension in time for completion of the project shall be governed by the provisions of Estate Management Procedures-2015 as amended from time to time.

That the plot has been allotted for setting up prestigious project involving investment of more than Rs. 50/40/30 crore, the transferee shall be required to complete the investment equivalent to atleast 75% of the projected level of requisite amount i.e. Rs.\_\_\_\_\_ crore, in the project (as mentioned in the approved project report) for which a further period of three years, beyond the initial stipulated period of three years, counted from the date of offer of possession or actual possession, whichever is earlier, may be allowed without payment of fee provided the transferee has achieved part completion of the project as prescribed under EMP-2015. In case, the transferee fails to achieve the requisite amount of investment within six years from the date of offer of possession or actual possession, whichever is earlier, the fee/penalty shall be payable as specified in EMP-2015, failing which the plot shall be liable to be resumed.

**\* Strike out clause 5 or 6 as the case may be.**

7. \*The period of three years for completion of the project on the plot, may be further extended by HSIIDC by another three years on year to year basis, on payment of prescribed extension fee, applicable from time to time, with applicable interest, subject, however, to the conditions that the transferee has complied with the norms specified in EMP-2015, as amended from time to time and satisfies that the transferee had taken effective steps for the completion of the project within the requisite period of three years.

\*The period of two years for completion of the project by transferee of the shed/flatted factory unit, may be further extended for three year by HSIIDC on payment of prescribed extension fee, applicable from time to time, with applicable interest.

**\* Strike whichever is not applicable.**

Upon failure on the part of the transferee to adhere to the schedule/time available for completion of the project, HSIIDC shall be competent to resume the aforesaid plot/shed/flatted factory unit after giving show cause notice.

8. That the transferee shall use and utilize the aforesaid plot/shed/flatted factory unit for the purpose for which it has been allotted. Provided that the project can be changed at any stage for permissible activities only subject to the provisions contained in Estate Management Procedures-2015 with regard to change of project. Violation, if any, shall entail resumption of the plot/shed/flatted factory unit.
9. That the use of the land and the building erected on the above said plot/shed shall be governed by the zoning plan of the Estate. The permissible covered area shall be governed as per rules & regulations of the department of Town & Country Planning,

Haryana as well as EMP-2015, as amended from time to time. Zoning violations and deviation from the approved building plans at any stage shall cause a notice to rectify the breach by the transferee. In the event of non-compliance by the transferee within the time permitted by the HSIIDC, the aforesaid plot/shed shall be liable to be resumed and the transferee shall be required to remove such structure/debris from the plot at his own cost within a period of three months from the date of order of the resumption, failing which the Transferor may get the cost of construction of the building assessed from the approved valuer/Chartered Engineer and pay this amount to the erstwhile transferee.

10. That the transferee shall not bifurcate the aforesaid plot except with the prior written permission of the HSIIDC. Bifurcation of the plot/shed shall, however, be governed and regulated in the manner as provided in the EMP-2015, as amended from time to time.
11. That the plot/shed shall continue to belong to HSIIDC until & unless the full price of the plot/shed together with interest and other amount, if any, due to HSIIDC is paid by the transferee. Transferee shall have no right to transfer the land and building standing thereon by way of sale or gift, lease or any other way, without specific written approval from HSIIDC.
12. The transferee shall have the right to mortgage the plot in favour of banks/FIs, subject to the conditions that the HSIIDC shall have first charge on the plot for recovery of its dues and the charge of the bank/FI shall be second/sub-servient. Further, the transferee shall get the deed of conveyance executed in its favour before creating mortgage of the plot/shed. The mortgage to be created by the transferee in favour of bank/FIs shall be without prejudice to the rights of the Transferor in terms of the RLA/Deed of Conveyance in respect of the plot/shed in question. In the event of auction of the property by the bank/FI for recovery of its dues, the bank/auction purchaser shall be required to clear the dues of the Transferor in respect of the plot as the purchaser shall be stepping into the shoes of the transferee as defined in clause 12.11 of EMP-2015, amended from time to time. The auction purchaser shall utilize the plot/premises for permissible activities only and in case the project was not completed by the transferee the auction purchaser shall be required to complete his project within two years of re-allotment of plot in its favour, failing which the provisions relating to grant of extension as provided in chapter 5 of EMP-2015 shall be applicable.
13.
  - a) That the transferee shall be eligible for transfer of the above said plot/shed/flatted factory unit, if the project has been completed by the transferee in terms of clause 5.10/5.11 of EMP-2015, after obtaining occupation certificate, paid full price of the plot including enhanced cost & other dues if any, got the conveyance deed of the plot/shed/flatted factory unit executed in his/her favour and there is no violation of building bye laws and terms and conditions of allotment as well as fulfilment of other conditions specified in EMP-2015, as amended from time to time. The transfer would be subject to the condition that transferee shall utilise the plot/shed/flatted factory unit only for the permissible activities. Such transfer shall, however, be subject to the payment of transfer fee with applicable interest at the rates prescribed in the EMP-2015, as revised from time to time. The transfer of plot without compliance of the aforesaid eligibility conditions shall be regulated as per the provisions contained in EMP-2015, amended from time to time. The transferee shall be required to obtain prior written permission of HSIIDC before transfer of the plot/shed/flatted factory unit, failing which the transferee/successor-in-interest, as the case may be, will have to bear the consequences of such unauthorised, including payment of penalties as defined in EMP-2015, as amended from time to time.
  - b) That the transfer of the aforesaid plot/shed/flatted factory unit, due to inheritance, Will or within the family members of the transferee (except in the case of preferential allotment in favour of NRI/person with disability), succession due to death of the transferee/majority shareholders or take over by a Bank/Financial

Institution may be allowed without charging transfer fee but the processing fee at the rates as prescribed in the EMP-2015, from time to time shall be charged. However, wherever applicable, the transferee shall be required to obtain prior written permission of HSIIDC before transfer of the plot/shed/flatted factory unit.

c) The transfer of majority shareholding, change of ownership by whatever means i.e. through sale deed, an agreement with an intent to transfer on a future date, or by way of power of attorney (except in favour of family members) shall also be treated as transfer.

14. That for seeking permission for transfer of the aforesaid plot/shed/flatted factory unit, the transferee shall apply to the HSIIDC along with the prescribed documents before effecting transfer of plot. The transferee shall be required to submit his/her/its request for the proposed transfer before execution of sale deed/transfer of shareholding, failing which transfer fee at double the normal rate as specified in EMP-2015, as amended from time to time, with applicable interest shall be payable by the transferee. In case the transfer is allowed, the transferee shall be required to execute sale deed duly registered with Sub Registrar in favour of the transferee as per law and a fresh agreement for transfer of the industrial plot/shed shall be required to be executed by the transferee with the HSIIDC whereupon the purchaser shall step into the shoes of the transferee.

15. i) That the change in constitution from individual/Joint holders to a Partnership Firm/company or from Partnership Firm to a Company shall be permissible at any stage provided the entire shareholding/ ownership of the firm/company/project is with the original transferee and/or his/her family members as defined in EMP-2015. Applicable processing fee shall be payable in such cases and prior written permission of Transferor shall be mandatory. In case of allotment in favour of NRI/ person with disability, the original transferee must retain at least 51% stake till project completion.

ii) That in case the change in constitution involves induction of a third party (other than family members as defined in EMP-2015) into the firm/company/project, the same may be allowed by the Transferor on payment of fee as defined in EMP-2015, subject to the condition that the original transferee/his family members retain at least 51% share in the firm/company/ project. In case the share of the original transferee/partners/shareholders and their family members in the firm/company/project falls below 51%, it shall amount to transfer and the provisions of chapter 8 of EMP-2015 related to transfer of plot shall be applicable.

iii) That in case the transferee being a Private Limited Company becomes Public Limited Company listed with recognized stock exchange, the change in constitution may be allowed by the Transferor on payment of the applicable processing fee subject to the condition that the transferee or his associates (family members), retain the largest shareholding with management control, otherwise it will be treated as a case of transfer and shall be dealt under the relevant provisions.

iv) That in case the transferee is a company and intends to implement the proposed project through its subsidiary company, such a request can be considered by the Transferor, subject to the condition that the entire paid up capital of the subsidiary company is held by the transferee company and its shareholders/promoter Directors. Similarly, implementation of project through the holding company of the transferee company as well as through a concern/company promoted/owned by the original transferee / partners of transferee firm /promoter/directors of transferee company and their family members shall also be covered under this clause. Applicable processing fee shall be payable in such cases.

v) That in case of change in constitution where the conveyance deed has already been executed in favour of the original transferee, the title of the plot shall be got transferred in the name of new entity by way of registered deed.



16. a) That in order to ensure optimum utilization of the built up Industrial space, leasing/renting of the built up premises for permissible activities may be allowed by the Transferor, if the transferee has made construction as per the standard norms, obtained occupation certificate, paid all the dues of the Transferor and has not committed any violation of the building bye-laws after obtaining the occupation certificate/terms and conditions of allotment/provisions of EMP-2015, as amended from time to time. Such permission may be granted by the HSIIDC on payment of applicable leasing/processing fee, with applicable interest as prescribed in the EMP-2015, amended from time to time. However, prior written approval of the HSIIDC for leasing shall be mandatory. Lease instruments exceeding 11 months period shall be required to be registered as per legal requirements. Further leasing of industrial plots as such (i.e. where a building has not been constructed thereon) will not be permitted. The provisions with regard to leasing of premises, as detailed in EMP-2015, as amended from time to time, shall be strictly adhered to by the transferee.
- b) No leasing fee shall be charged in cases where premises is leased out to a concern/firm/company owned by the original allottee/his family members with minimum 51% share, subsidiary or holding company of the transferee company or a firm/company owned by original promoters of the transferee firm/company. Further, no leasing fee shall be payable in case the premises is leased out after running the industrial unit on the plot, for a period of 5 years or more as defined in clause 7.4 of EMP-2015, as amended from time to time.
- c) That there shall be no limit/restriction on the number of leases permissible in any premises subject to the condition that the premises is leased out only for permissible activities and meets the normal safety requirement. Once the premises has been leased out with the permission of the Transferor, no permission shall be required from the Transferor for second/subsequent lease or change in lessee subject to the transferee keeping HSIIDC informed about such changes preferably within 15 days of execution of the lease deed, alongwith requisite details. The transferee shall also file an annual certificate/return (by 30<sup>th</sup> April each year as per the prescribed procedure) confirming the number and the name of lessee(s), area leased out, uses of the premises leased out during the year and status as on date.
17. That the HSIIDC shall continue to be the owner of all mines and minerals, whatsoever, including sub-soil water in or underneath the surface of the plot/shed with all such rights and powers, as may be necessary or expedient for the purpose of searching, working, obtaining, removing & enjoying the same at all such times and in such manner as HSIIDC may deem fit, with power to carry out any survey of all or any part of the said plot/shed and to sink pits, erect building, construct lines and generally appropriate and use surface of the said plot/shed for the purpose of doing the full enjoyment of the exceptions and reservations herein contained.
- Provided that the transferee shall be entitled to receive from HSIIDC such payment for the occupation by HSIIDC of the surface and for the damage done to the surface or building on the said land by such works or workings or letting down as may be agreed upon between the HSIIDC and the transferee.
18. That the HSIIDC may, by its officers & servants, at all reasonable times and in reasonable manner after giving 24 hours' notice in writing, enter in upon any part of the plot and building erected there on for the purpose of ascertaining that the transferee has duly performed and observed the conditions to be observed under the provisions of the agreement/RLA.
19. That the HSIIDC shall have full right, power and authority at all times, to do through its officers or servants, all acts and things which may be necessary or expedient for the purpose of enforcing compliance of all or any of the terms, conditions and reservation imposed and to recover from transferee, as first charge upon the said land/building, the cost of doing all or any such act and things and all costs incurred

- in connection therewith or in any way relating thereto.
20. That the transferee shall comply with all the Estate Management regulations dealing with Malba, Cleanliness, quantum and the quality of effluent discharge, solid waste disposal, green cover obligations, vehicle parking regulations etc., among other things, for proper maintenance of the industrial estate and its surrounding. HSIIDC shall be within its rights to ensure compliance of measures considered necessary for its maintenance and levy charges, fines and penalties, if necessary, towards achievement of its objectives.
  21. That the transferee shall have to pay local and general taxes, rates or cesses, service tax wherever applicable, etc., as imposed on the said plot/shed by the competent authority from time to time.
  22. That the transferee shall pay the proportionate maintenance & service charges fixed from time to time and as communicated by the HSIIDC. The maintenance & service charges will be payable on per square meter basis within 30 days of raising of demand by the Estate Manager, failing which applicable interest/penalty shall be payable by the transferee.
  23. That the transferee agrees and undertakes that he/she/it shall, as far as possible, employ 75% of un-skilled workforce and shall give preference for other categories to candidates from among the Haryana Domiciles in the unit to be set up on plot/shed.
  24. That the Govt. may in the near future acquire possession and proprietary rights over the land surrounding the industrial estates and the Govt. or any other authority on behalf of the Govt. may thereafter, in its discretion, decide to convert this area or a part thereof into a green belt or to use it for any other common purpose and in the event of such happening, the cost of the acquisition and development of the part of land so utilized payable by HSIIDC to the Govt. or any authority on its behalf will be recoverable by HSIIDC from its transferees proportionately. Any amount demanded by HSIIDC on account of such external development charges will be payable by the transferee to HSIIDC in lump-sum or in installments, with applicable interest, as may be decided by HSIIDC.
  25. That the transferee shall pay to the HSIIDC such proportionate external development charges spent by the HSIIDC or as may be payable to the Government or any other agency by the HSIIDC for external water supply, electricity installation, roads, storm water, drainage, sewerage, CETP etc., in addition to already stated in the above mentioned clause, within 30 days from the date of the letter of demand failing which the transferee shall be liable to pay the same along with interest @ 18% p.a. In the event of failure of the transferee to make payment of the amount demanded within three months from the date of issue of the said letter of demand, the plot/shed shall be liable to be resumed.
  26. That the transferee shall have to take water for unit set up and other area of the said plot/shed from the water supply system of the HSIIDC on payment in accordance with the rates fixed from time to time. The transferee shall not dig or install any tube well/bore-well within or outside his plot/shed for meeting his water requirements.
  27. That the transferee shall adhere to all provisions/requirements under the Environment (Protection) Act 1986, the Water (Prevention and Control of Pollution) Act 1974 and the Air (Prevention and Control of Pollution) Act 1981 with rules of these Acts with all up to date/time to time amendments in the Acts as well as the rules and also obtain the necessary Environmental Clearance and other mandatory clearances from the appropriate Competent Authorities/regulatory bodies, as required under the relevant Act (s).
  28. That HSIIDC allots this plot/shed for setting up and running an industry/service sector enterprise and thereby contributing to the overall economic activity in the State. In

case the transferee does not continue to remain in production and the production gets held up, HSIIDC shall issue a notice to the transferee to resume production/re-start the activities within a period of three months. In case the transferee fails to resume production/service activity within the given time, the plot/shed shall be liable to be resumed.

29. That if the transferee appoints ANY ATTORNEY, (in favour of any family member as defined in EMP-2015), he/she/they shall submit, with HSIIDC, the certified copy of the Registered Power of Attorney along with photograph and signatures of the transferee and that of the attorney duly attested by the First Class Magistrate within a week from the registration of the deed, by Regd. A/D post or in person.
30. That so long as the transferee fully performs and complies with and continues to so perform and comply with each and all the terms & conditions herein made and provided, but not otherwise, the HSIIDC will ensure to the transferee full and peaceful enjoyment of the rights and privileges herein and hereby conveyed in this deed.
31. That the HSIIDC will be competent to resume plots/sheds in its Industrial Estates in case an transferee defaults in complying with the terms and conditions of allotment/transfer/leasing/provisions of EMP-2015, as amended from time to time, etc. The resumption of plot/shed would be done by the HSIIDC after giving show cause notice. Upon resumption, the payment deposited by the transferee towards price of the plot will be refunded after deducting 10% of the price of the plot/shed without any interest. The amount of interest and penalty, if any, paid on the installment(s), shall also be refunded. In case of resumption, the transferee shall be required to remove the structure/debris within a period of three months from the order of the resumption, failing which the Transferor may get the cost of construction of the building assessed from the approved valuer/Chartered Engineer and pay this amount to the erstwhile transferee.
32. That the plot/shed once resumed shall not be restored by HSIIDC. However, an appeal shall lie to a committee, comprising of the Administrative Secretary of the Industries Deptt. and Managing Director, Haryana Financial Corporation & Director of Industries, Haryana against the order of the HSIIDC. Such an appeal shall be filed within ninety days of passing of resumption order. The decision of the aforesaid committee shall be final and binding.
33. That the transferee is fully aware of provisions of EPP-2015 & EMP-2015 and has gone through the same. The transferee agrees & undertakes to abide by and be bound by the said provisions of EPP-2015 and EMP-2015, as amended from time to time.

IN WITNESS WHEREOF, the parties to this deed have set their hands/seals on the dates mentioned against their signature.

Party of the First Part:

For and on behalf of  
Haryana State Indl. & Infra. Dev. Corpn. Ltd.

(Estate Manager)

Party on the Second Part:

\_\_\_\_\_

## CHAPTER-E

### **No Objection Certificate (NOC) to Mortgage the plot/shed in favour of bank/institution**

The requirement of obtaining NOC to mortgage from the Corporation has been dispensed with w.e.f. 16.10.2015. The detailed guidelines in this regard may be referred in clause 12.11 of EMP-2015, available on the website of the Corporation at [www.hsiidc.org.in](http://www.hsiidc.org.in).

**CHAPTER-F**  
**Change in Constitution/shareholding**

The Corporation at the request of the allottee may grant permission for change in constitution/shareholding pattern of the allottee, subject to certain conditions, as defined under **Chapter 9 of EMP-2015**.

Change in Constitution is permissible from individual/joint holders to a partnership firm/LLP/company or from a partnership firm/LLP to a company or from a company to LLP at any stage provided the entire shareholding/ownership of the firm/LLP/company/project is with the original allottee and/or his family members (as defined in clause 9.1 of EMP-2015). In case of preferential allotment in favour of NRI/person with disability, the allottee must retain at least 51% stake till project completion. Prior written permission of the Corporation is mandatory. In case the change in constitution involves induction of 3<sup>rd</sup> party, fee as prescribed, shall also be payable by the allottee.

**Documents required to be submitted by the allottees for change in constitution/shareholding**

1. **From individual to a Partnership Firm/LLP/Company or from Partnership Firm/LLP to a Company**
  - i. Request from original allottee as per prescribed format (Annexure-F/I)
  - ii. Affidavit from original allottee as per prescribed format (Annexure-F/II)
  - iii. Undertaking from the changed entity as per prescribed format (Annexure-F/III)
  - iv. Self-certified copy of partnership deed along with copy of form A & C issued by Registrar of Firms (In case of partnership firm)
  - v. Self-certified copy of Memorandum & Articles of Association/LLP Deed along with Certificate of Incorporation of Company/LLP issued by ROC. The proposed activity should be covered in main objects clause of the MOA/LLP Deed (In case of Company/LLP).
  - vi. CA Certificate indicating the details of authorized & paid up capital, names of shareholders, No. of shares held by each shareholder and details of directors of the company as on the date of application. (In case of company).
  - vii. Certified copy of Board of resolution of the company with respect to change in constitution (In case of company).
  - viii. NOC from Bank/FI in whose favour plot has been mortgaged (if applicable).
  - ix. Dissolution deed (in case of CIC from partnership firm to a company/LLP)
  - x. Details of investment made in the project till the date of application for change in constitution & resources thereof.

- 2. In case of changes in the partners of the Partnership Firm/LLP**
- i. Request from allottee firm signed by all partners as per prescribed format (Annexure-F/I)
  - ii. Affidavit from all original partners of allottee partnership firm/LLP as per prescribed format (Annexure-F/IV)
  - iii. Undertaking from the new partners as per prescribed format (Annexure-F/IIIa)
  - iv. Self certified copy of retirement cum reconstitution deed along with certified copy of fresh form A & C issued by Registrar of Firms.
  - v. NOC from Bank/FI in whose favour plot has been mortgaged (if applicable).
  - vi. Details of investment made in the project till the date of application for change in constitution & resources thereof.
- 3. In case of changes in the shareholders of the company**
- i. Request from one of the original authorized director of the allottee company as per prescribed format (Annexure-F/I)
  - ii. BoD resolution for changes in shareholding & authorization in favour of the director filing the application.
  - iii. Affidavit from the allottee company signed by authorized director as per prescribed format (Annexure-F/V)
  - iv. Undertaking from the new management as per prescribed format (Annexure-F/IIIa)
  - v. CA indicating the details of authorized & paid up capital, names of shareholders, No. of shares held by each shareholder and details of directors of the company at the time of allotment and all subsequent changes therein from time to time (date-wise) till the date of application.
  - vi. Details of investment made in the project till the date of application for change in constitution & resources thereof.
  - vii. NOC from Bank/FI in whose favour plot has been mortgaged (if applicable)
- 4. From Company to LLP:**
- i. Request from one of the original authorized director of the allottee company as per prescribed format (Annexure-F/I)
  - ii. Certified copy of General Body resolution for conversion of company to LLP;
  - iii. Affidavit from the allottee company signed by authorized director as per prescribed format (Annexure-F/VI)
  - iv. Undertaking from the new entity as per prescribed format (Annexure-F/III)
  - v. Self-certified copy of LLP Deed along with Certificate of Incorporation of LLP issued by ROC.
  - vi. Details of investment made in the project till the date of application for change in constitution & resources thereof.
  - vii. NOC from Bank/FI in whose favour plot has been mortgaged (if applicable)

Estate Manager,  
HSIIDC Ltd.,  
\_\_\_\_\_.

Date:

Sub.: Application for Change in Constitution from \_\_\_\_\_ to \_\_\_\_\_/ Changes in Partners/ Changes in Shareholders in respect of Plot/Shed No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, I.E.\_\_\_\_\_.

Dear Sir,

1. Plot no. \_\_\_\_\_ Sector/Phase \_\_\_\_\_ Measuring \_\_\_\_\_ sq. mtrs. in the Industrial Estate \_\_\_\_\_ was allotted by HSIIDC vide regular letter of Allotment No. \_\_\_\_\_ dated \_\_\_\_\_ in favour of \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
- \*2. I/we have now promoted a partnership firm/LLP/company under the name & style of M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_ for setting up the approved project on the aforesaid plot; or
- \*3. There are changes in the partners/shareholder & Directors of the firm/LLP/company since the date of allotment as under:

Sr. No.	Names of the partners/Shareholders	%age share	
		At the time of allotment/Previous approval of changes, if any	As on date

\* delete whichever is not applicable

The aforesaid outgoing partners / directors & shareholders and their respective heirs, executors, administrators and legal representatives in office and assigns, shall not claim any right, interest etc., whatsoever in future and relinquish all their rights, interest etc. in the aforesaid plot/shed in favour of present/incoming partners / directors & shareholders and have no objection to HSIIDC recording aforesaid changes in its records.

You are requested to please allow the same as per policy of the Corporation for which I/we are ready to deposit the applicable fee. The prescribed documents in this regard are enclosed as under:

- i.
- ii.
- iii.
- iv.

Thanking You,  
Yours Sincerely,

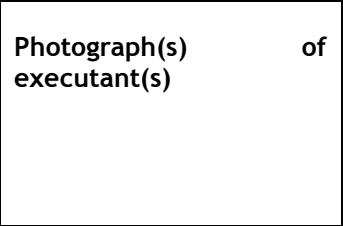
(Name & Signature)  
Allottee/Original partners/ Original Director(s)  
Address:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Phone no.\_\_\_\_\_

{This application must be signed by the outgoing Partner(s)/ Director(s) & Shareholder(s)}

ANNEXURE-F/II

On non-Judicial Stamp Paper of Rs. 20/- to be executed by allottee, duly attested by Magistrate First Class/Notary Public, with photograph of the executant(s).



AFFIDAVIT

I/we \_\_\_\_\_ S/o \_\_\_\_\_

R/o \_\_\_\_\_

\_\_\_\_\_ Proprietor/partners of M/s \_\_\_\_\_

\_\_\_\_\_ (original allottee) do

hereby solemnly affirm and declare as under :-

1. That Plot no. \_\_\_\_\_ Sector/Phase \_\_\_\_\_ Measuring \_\_\_\_\_ sq. mtrs. in the Industrial Estate \_\_\_\_\_ was allotted by Haryana State Industrial & Infrastructure Development Corporation Limited Corporate Office : C-13-14, Sector - 6, Panchkula (hereinafter called "Corporation") vide regular letter of Allotment No. \_\_\_\_\_ dated \_\_\_\_\_ in my favour/in favour of our partnership/LLP firm namely \_\_\_\_\_ for setting up a project of \_\_\_\_\_.

2. That on my/our request, the Corporation vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ had allowed change of project from \_\_\_\_\_ to \_\_\_\_\_.

3. That I/we have now promoted a partnership firm/LLP/company under the name of M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_ for setting up the approved project on the aforesaid plot and have requested the Corporation to allow change in constitution in favour of the said partnership firm/LLP/company with following as partners/shareholders:

S.No.	Name of partner/shareholder	%of share
i.		
ii.		
iii.		
iv.		
v.		
vi.		

4. That I/we have not actually sold/transferred/alienated the aforesaid plot in favour of any person(s) in any manner whatsoever. In case this statement is found to be incorrect, the Corporation shall be at liberty to take any action including resumption and initiating criminal proceedings against me/us.

5. I/we i.e. the original promoter/partners shall continue to hold at least 51% share in the partnership/LLP firm/ total paid- up Capital of the Company which would not be reduced to less than 51% at any time without prior express written permission of the Corporation. Further, I/we shall actively participate in day to day management of the partnership firm/LLP/company as partner(s)/director(s) and shall not withdraw from partnership/directorship, without prior express written permission of the Corporation. In case of failure on my/our part to comply with the same, the



Corporation shall be competent to take any action including resumption of aforesaid plot.

6. That the aforesaid plot has not been mortgaged to any bank/FI and is free from all encumbrances or the plot has been mortgaged to \_\_\_\_\_ (name of the Bank/FI) and NOC from the Bank/FI has been submitted.

Place:  
Date:

Deponent

**Verification.**

I/We the above named deponent do hereby further solemnly affirm and declare that the contents of the above affidavit are true and correct to the best of my / our knowledge and nothing materials has been concealed therein.

Verified \_\_\_\_\_ on \_\_\_\_\_.

Deponent

On non-Judicial Stamp Paper of Rs. 20/- to be executed by authorized representative of the company, duly attested by Magistrate First Class/Notary Public, with photograph of the executant.

Photograph of executant

**UNDERTAKING**

Whereas plot no \_\_\_\_\_ Sector \_\_\_\_\_ Measuring \_\_\_\_\_ in the Industrial Estate \_\_\_\_\_ was allotted by Haryana State Industrial & Infrastructure Development Corporation Limited Corporate Office : C- 13-14, Sector - 6, Panchkula (hereinafter called "Corporation") vide its Regular Letter of Allotment No. \_\_\_\_\_ dated \_\_\_\_\_ in favour of Mr./Mrs./M/s \_\_\_\_\_, R/o or having registered office at \_\_\_\_\_ (hereinafter called the original allottee).

Whereas the original allottee \_\_\_\_\_ has promoted a partnership firm/LLP/ Company under the name & style of M/s \_\_\_\_\_ for setting up the approved project of manufacturing \_\_\_\_\_ on the aforesaid plot and requested the Corporation to transfer his/her/its allottee rights of the aforesaid plot in favour of above named partnership firm/LLP/company promoted by him in association with Mr./Mrs. \_\_\_\_\_.

Now therefore in consideration of the above I, \_\_\_\_\_ S/o Shri \_\_\_\_\_ authorized partner / Director of the company, who has been duly authorized by the other partners vide authorization letter dated \_\_\_\_\_ / board in its meeting held on \_\_\_\_\_ do hereby undertake on behalf of the partnership firm /LLP/company as under :-

1. That the partnership firm/LLP/company will not change the project already approved by HSIIDC without its prior written approval.
2. That the partnership firm/LLP/company shall pay all the amount becoming due on account of cost of the plot, enhanced cost of the plot or any other amount whatsoever, to the corporation as per term of the agreement. That the partnership firm/LLP/company further undertake to clear the amount, if any, due before the change in constitution in the name of the above said partnership firm/LLP/company but was not paid by the original allottee, without going in as to whether the demand notice was issued by HSIIDC or not.
3. That the partnership firm/LLP/company shall ensure that the original promoter/partners shall continue to hold at least 51% share in the partnership firm/LLP or 51% shares in the total paid-up capital of the company, which would not be reduced to less than 51% at any time except with the prior express written permission of the Corporation.
4. That the partnership firm/LLP/company accepts and binds itself to comply with all the terms and conditions of allotment letter dated \_\_\_\_\_ and agreement dated \_\_\_\_\_ executed by Sh./M/s \_\_\_\_\_, the original allottee, with HSIIDC and in case of breach of any of the terms or of the aforesaid covenants of undertaking the Corporation shall have the right to resume the plot.
5. That the above undertaking is irrevocable and binds the partnership firm/LLP/company and its successors and assigns.

6. That the partnership firm/LLP/company has noted & accepted that the schedule of payment and period for implementation of the project shall remain same as per the terms of allotment.

Place : \_\_\_\_\_.  
Date: \_\_\_\_\_.

Executant(s)

**ANNEXURE-F/IIIa**

On non-Judicial Stamp Paper of Rs. 20/- to be executed by authorized representative of the company, duly attested by Magistrate First Class/Notary Public, with photograph of the executant.

Photograph of  
executant

**UNDERTAKING**

Whereas plot no \_\_\_\_\_ Sector \_\_\_\_\_ Measuring \_\_\_\_\_ in the Industrial Estate \_\_\_\_\_ was allotted by Haryana State Industrial & Infrastructure Development Corporation Limited Corporate Office : C- 13-14, Sector - 6, Panchkula (hereinafter called "Corporation") vide its Regular Letter of Allotment No. \_\_\_\_\_ dated \_\_\_\_\_ in favour of M/s \_\_\_\_\_, having registered office at \_\_\_\_\_ (hereinafter called the original allottee).

Whereas, there are changes in the partners/shareholder & Directors of the firm/LLP/company since the date of allotment and the original partners/shareholders have submitted a request to the HSIIDC to allow following changes in the share/shareholding:

Sr. No.	Names of the partners/Shareholders	%age share	
		At the time of allotment/ Previous approval of changes, if any	As on date

Now therefore in consideration of the above I, \_\_\_\_\_ S/o Shri \_\_\_\_\_ authorized partner / Director of the company, who has been duly authorized by the other partners vide authorization letter dated \_\_\_\_\_/ board in its meeting held on \_\_\_\_\_ do hereby undertake on behalf of the partnership firm /LLP/company as under :-

1. That the partnership firm/LLP/company will not change the project already approved by HSIIDC without its prior written approval.
2. That the partnership firm/LLP/company shall pay all the amount becoming due on account of cost of the plot, enhanced cost of the plot or any other amount whatsoever, to the corporation as per term of the agreement. That the partnership firm/LLP/company further undertake to clear the amount, if any, due before the change in share/shareholding, without going in as to whether the demand notice was issued by HSIIDC or not.
3. That the partnership firm/LLP/company shall ensure that the original partners/shareholders shall continue to hold at least 51% share in the partnership firm/LLP or 51% shares in the total paid-up capital of the company, which would not be reduced to less than 51% at any time except with the prior express written permission of the Corporation.
4. That the above undertaking is irrevocable and binds the partnership firm/LLP/company and its successors and assigns.
5. That the partnership firm/LLP/company has noted & accepted that the schedule of payment and period for implementation of the project shall remain same as per RLA dated \_\_\_\_\_.

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

Executant(s)

**ANNEXURE-F/IV**

On non-Judicial Stamp Paper of Rs. 20/- to be executed by all partners of allottee partnership firm, duly attested by Magistrate First Class/Notary Public, with photograph of the executant(s).

Photograph of  
executant(s)

**AFFIDAVIT**

We \_\_\_\_\_ S/o \_\_\_\_\_.

R/o \_\_\_\_\_

\_\_\_\_\_ partners of M/s \_\_\_\_\_  
\_\_\_\_\_ (allottee), do hereby solemnly affirm

and declare as under :-

1. That Plot no \_\_\_\_\_ Sector/Phase \_\_\_\_\_ Measuring \_\_\_\_\_ sq. mtrs. in the Industrial Estate \_\_\_\_\_ was allotted by Haryana State Industrial & Infrastructure Development Corporation Limited Corporate Office : C-13-14, Sector - 6, Panchkula (hereinafter called "Corporation") vide Regular Letter of Allotment No. \_\_\_\_\_ dated \_\_\_\_\_ in favour of our partnership firm/LLP namely \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
2. That on our request, the corporation vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ had allowed change of project from \_\_\_\_\_ to \_\_\_\_\_.
3. That out of the original partners, S/Sh. \_\_\_\_\_ have withdrawn from the partnership firm/LLP w.e.f. \_\_\_\_\_ & S/Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_ R/o \_\_\_\_\_ have joined the partnership firm/LLP w.e.f. \_\_\_\_\_
4. That the partnership firm/LLP has been reconstituted w.e.f \_\_\_\_\_ as per retirement/reconstitution deed dated \_\_\_\_\_ (copy enclosed).
5. That the firm has requested the Corporation to allow change in partners as under:

S.No.	Name of partner	%of share (at the time of allotment)	%of share (as on date)
i.			
ii.			
iii.			
iv.			
v.			
vi.			
6. That we have not actually sold/transferred/alienated the aforesaid plot in favour of any person(s) in any manner whatsoever. In case this statement is found to be incorrect, the Corporation shall be at liberty to take any action including resumption and initiating criminal proceedings against us.
7. That we, namely S/Sh. \_\_\_\_\_, the original partners of the allottee firm shall continue to hold at least 51 % share in the partnership firm/LLP which would not be reduced to less than 51% at any point of time without prior express written permission of the Corporation. Further, I/we shall actively participate in day to day management of the firm as partner and shall not withdraw from partnership, without the prior express written permission of the Corporation. In case of failure on my/our part to comply with the same, the

Corporation shall be competent to take any action including resumption of aforesaid plot.

8. That the aforesaid plot has not been mortgaged to any bank/FI and is free from any encumbrance or the plot has been mortgaged to \_\_\_\_\_ (name of the Bank/FI) and NOC from the Bank/FI has been submitted.

Place:  
Date:

Deponent (s)

**Verification.**

I/We the above named deponent do hereby further solemnly affirm and declare that the contents of the above affidavit are true and correct to the best of my / our knowledge and nothing materials has been concealed therein.

Verified \_\_\_\_\_ on \_\_\_\_\_.

Deponent (s)

**ANNEXURE-F/V**

On non-Judicial Stamp Paper of Rs. 20/- to be executed by authorized representative of allottee company, duly attested by Magistrate First Class/Notary Public, with photograph of the executant.

Photograph of executant

**AFFIDAVIT**

I \_\_\_\_\_ S/o \_\_\_\_\_.

R/o \_\_\_\_\_ authorized director of M/s \_\_\_\_\_ (allottee company) do

hereby solemnly affirm and declare as under :-

1. That Plot no \_\_\_\_\_ Sector/Phase \_\_\_\_\_ Measuring \_\_\_\_\_ sq. mtrs. in the Industrial Estate \_\_\_\_\_ was allotted by Haryana State Industrial & Infrastructure Development Corporation Limited Corporate Office : C-13-14, Sector - 6, Panchkula (hereinafter called "Corporation") vide Regular Letter of Allotment No. \_\_\_\_\_ dated \_\_\_\_\_ in favour of M/s \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
2. That on the request of the company, the corporation vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ had allowed change of project from \_\_\_\_\_ to \_\_\_\_\_.
3. That there are changes in shareholding pattern of the company since the date of allotment as per CA certificate dated \_\_\_\_\_ issued by M/s \_\_\_\_\_ (copy enclosed)
4. That the Company has requested the Corporation to allow change in shareholding pattern as under:

S.No.	Name of shareholder	%of share (at the time of allotment)	%of share (as on date)
i.			
ii.			
iii.			
iv.			
5. That we have not actually sold/transferred/alienated the aforesaid plot in favour of any person(s) in any manner whatsoever. In case this statement is found to be incorrect, the Corporation shall be at liberty to take any action including resumption and initiating criminal proceedings against the Directors of the Company.
6. That S/Sh. \_\_\_\_\_, the continuing shareholder(s) of the allottee company shall continue to hold at least 51 % share in the paid up capital of the company which would not be reduced to less than 51% at any point of time without prior express written permission of the Corporation. Further, S/Sh. \_\_\_\_\_, continuing director(s) shall actively participate in day to day management of the company as director(s) and shall not withdraw from directorship of the company, without prior express written permission of the Corporation. In case of failure on our part to comply with the same, the Corporation shall be competent to take any action including resumption of aforesaid plot.

7. That the aforesaid plot has not been mortgaged to any bank/FI and is free from all encumbrances or the plot has been mortgaged to \_\_\_\_\_ (name of the Bank/FI) and NOC from the Bank/FI has been submitted.
8. That I am duly authorized by Board of Directors of the Company to furnish this affidavit on behalf of the company as per resolution dated \_\_\_\_\_(copy enclosed)

Place:  
Date:

Deponent

**Verification.**

I/We the above named deponent do hereby further solemnly affirm and declare that the contents of the above affidavit are true and correct to the best of my / our knowledge and nothing materials has been concealed therein.

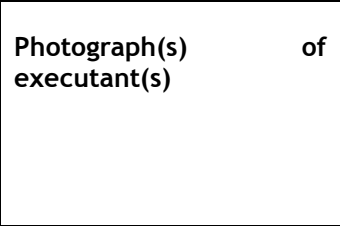
Verified \_\_\_\_\_ on \_\_\_\_\_.

Deponent



**ANNEXURE-F/VI**

On non-Judicial Stamp Paper of Rs. 20/- to be executed by allottee, duly attested by Magistrate First Class/Notary Public, with photograph of the executant(s).



**AFFIDAVIT**

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_

authorized director of M/s \_\_\_\_\_  
(allottee company) do hereby solemnly affirm and declare as under :-

1. That Plot no. \_\_\_\_\_ Sector/Phase \_\_\_\_\_ Measuring \_\_\_\_\_ sq. mtrs. in the Industrial Estate \_\_\_\_\_ was allotted by Haryana State Industrial & Infrastructure Development Corporation Limited Corporate Office : C-13-14, Sector - 6, Panchkula (hereinafter called "Corporation") vide regular letter of Allotment No. \_\_\_\_\_ dated \_\_\_\_\_ in favour M/s \_\_\_\_\_ (Company) for setting up a project of \_\_\_\_\_.

2. That on the request of the company, the corporation vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ had allowed change of project from \_\_\_\_\_ to \_\_\_\_\_.

3. That the aforesaid allottee company has been converted to LLP under the name & style of M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_, vide fresh certificate of incorporation dated \_\_\_\_\_ issued by the RoC and have requested the Corporation to allow change in constitution in favour of the said LLP with following as partners:

S.No.	Name of partner/shareholder	%of share
i.		
ii.		
iii.		
iv.		
v.		
vi.		

4. That the company has not actually sold/transferred/alienated the aforesaid plot in favour of any person(s) in any manner whatsoever. In case this statement is found to be incorrect, the Corporation shall be at liberty to take any action including resumption and initiating criminal proceedings against me/us.

5. That the original shareholders shall continue to hold at least 51% share in the LLP which would not be reduced to less than 51% at any time without prior express written permission of the Corporation. Further, the original shareholders shall actively participate in day to day management of the LLP as partner(s) and shall not withdraw from LLP, without prior express written permission of the Corporation. In case of failure on my/our part to comply with the same, the Corporation shall be competent to take any action including resumption of aforesaid plot.

6. That the aforesaid plot has not been mortgaged to any bank/FI and is free from all encumbrances or the plot has been mortgaged to \_\_\_\_\_ (name of the Bank/FI) and NOC from the Bank/FI has been submitted.

Place:  
Date:

Deponent

**Verification.**

I/We the above named deponent do hereby further solemnly affirm and declare that the contents of the above affidavit are true and correct to the best of my / our knowledge and nothing materials has been concealed therein.

Verified \_\_\_\_\_ on \_\_\_\_\_.

Deponent

**CHAPTER-G**  
**Permission for Leasing out the Premises/Built up Space**

The allottee is eligible to lease out the building constructed on the industrial plot for permissible activities only, with the permission of the Corporation, subject to conditions as defined in **Chapter-7 of EMP-2015**.

The allottee shall be required to submit his request for first leasing permission through on-line mode on the e-governance portal of the Corporation at [www.hsiidcesewa.org.in](http://www.hsiidcesewa.org.in) using his login ID & password, provided by the concerned Field Office of the Corporation;

The allottee shall then submit a hard copy of the request along with requisite documents in the office of concerned Estate Manager within a period of 15 days;

**Documents required to be submitted by the allottees Permission for leasing out the premises/built up space**

1. **First Leasing Permission:**
  - i. Application for leasing permission as per prescribed format (Annexure-G/I)
  - ii. Occupation certificate
  - iii. No Zoning violation certificate from a Registered Architect
  - iv. Applicable leasing fee/processing fee.

**Note:**

- a. If the allottee is found eligible for leasing permission, the Estate Manager shall issue requisite leasing permission as per **Annexure-G/II** within a period of 14 working days from the date of receipt of application with supporting documents. In case the allottee is found ineligible, the Estate Manager shall communicate the same to the allottee within a period of 14 working days stating reasons thereof & decline the request.

**2. Subsequent Lease or change of lessee:**

In case of subsequent lease or change of lessee, the allottee shall inform the Estate Manager about such change, preferably within 15 days of such lease along with following details/documents:

- i. Particulars of the new Lessee
- ii. Copy of new Lease Deed (In case the period of lease is more than 11 months, the lease deed should be registered as per legal requirements)
- iii. Date of commencement of new lease
- iv. Details of area leased out
- v. Activity of the new lessee i.e. brief project profile of the new lessee.

The Estate Manager,  
HSIIDC Ltd.,  
\_\_\_\_\_.

Dated:

**Sub:-** Application for permission to lease out the premises of plot no. \_\_\_\_, Phase- \_\_\_\_, Sector- \_\_, measuring \_\_\_\_ sq. meters, I.E. \_\_\_\_\_

1	Name of the Allottee	
2	Date of allotment/re-allotment	
3	Date of offer of possession	
4	Date of issuance of Occupation Certificate (enclose self attested copy)	
5	Date of issuance of Project Completion Certificate (enclose copy)	
6	Present status at site	
7	Whether there are any zoning violations of building bye-law?	
8	Whether all dues towards cost of the plot, enhanced cost (if any), extension fee (if any), Maint./ water/sewer charges etc. have been fully paid till date?	
9	Date of execution of sale deed in my favour	
10	Particulars of proposed lessee:	
	Name of the Lessee	
	Date of Lease deed	
	Effective date of lease	
	Period of lease	
11	Project of the lessee	
	Details of payment of Leasing fee	

All the particulars given above are correct and nothing has been concealed or misrepresented and if any facts are found wrong or incorrect, the HSIIDC shall be at liberty to decline our request for leasing permission.

You are requested to please grant me permission to lease out the premises.

Thanking You,

Yours Sincerely,

(Name & Signature)

**Allottee/Original partners/ Original Director(s)**

Address: \_\_\_\_\_

\_\_\_\_\_

Phone no. \_\_\_\_\_

Encl: As above.

**HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

**(Format of Leasing Permission to be issued by the Estate Manager)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub.: Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, I.E. \_\_\_\_\_ permission  
for Leasing.

Sir,

This has reference to your request dated \_\_\_\_\_ for granting permission to lease out  
the captioned premises.

Taking into consideration the documents submitted by you, the Corporation has agreed to  
grant permission for leasing of captioned premises to M/s \_\_\_\_\_  
for setting up a project of \_\_\_\_\_ for a period of \_\_\_\_\_  
months/years effective from \_\_\_\_\_.

You are requested to ensure compliance of the following:

1. The period of lease shall not be extended beyond the stipulated period.
2. The lessee shall use the premises only for approved activity and not for any other purpose.
3. Every subsequent lease or change in lessee shall be informed to this office, preferably within 15 days of signing the lease agreement alongwith requisite details.
4. You shall file an annual certificate/return by 30<sup>th</sup> April each year confirming the number and name of lessee(s), area leased out and uses of premises leased out during the year and status as on date.

Thanking you,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

## **CHAPTER-H**

### **Permission for Transfer of Plots**

The allottee is eligible to transfer the plot for permissible industrial activities only, with the permission of the Corporation, subject to eligibility criteria and conditions as defined in Chapter-8 of EMP-2015.

The allottee shall be required to submit his request for transfer of plot/shed through on-line mode on the e-governance portal of the Corporation at [www.hsiidcesewa.org.in](http://www.hsiidcesewa.org.in) using his login ID & password, provided by the concerned Field Office of the Corporation;

The allottee shall then submit a hard copy of the request along with requisite documents in the office of concerned Estate Manager within a period of 15 days;

### **Documents required to be submitted by the Allottee(s) for Transfer of Plot**

#### **1. First Transfer from one person/entity to another person/entity through agreement to sell/sale deed**

Transfer of plot under this category involves two steps as under:

- a. Issuance of Provisional Transfer Letter (PTL)
  - b. Issuance of Final Transfer Letter (FTL)
- 1.a Documents required to be submitted by the allottee(s) for 'a' above:**
- i. Application for permission to Transfer as per prescribed format (Annexure-H/I).
  - ii. Affidavit as per prescribed format from the allottee (Annexure-H/II).
  - iii. Undertaking from the proposed transferee as per prescribed format (Annexure-H/III).
  - iv. Indemnity Bond from the allottee as per prescribed format (Annexure-H/IV)
  - v. Copy of occupation certificate / Project Completion Certificate issued by Estate Manager, if applicable.
  - vi. No zoning violation certificate from registered architect.
  - vii. Copy of conveyance deed.
  - viii. NoC from Bank/FI in whose favour plot has been mortgaged (if applicable)
  - ix. Attested copy of agreement to sell
  - x. Attested copy of partnership deed with form A & C issued by Registrar of Firms (in case proposed transferee is a partnership firm)
  - xi. Certified copy of Memorandum & Articles of Association along with certificate of incorporation (in case proposed transferee is a company)

- xii. CA certificate indicating the details of directors and shareholders of the transferee company (in case proposed transferee is a company)
- xiii. Project report of the proposed transferee
- xiv. Certified copy of PAN Card of transferee

**Note:** After verification of the application/documents submitted by the allottee, the Estate Manager shall issue Provisional Transfer Letter (PTL) as per prescribed format (Annexure-H/V) within 30 working days or convey the deficiencies to the allottee within 15 working days of receipt of request with supporting documents.

**1.b Documents required to be submitted by the allottee(s) for 'b' above:**

- i. Payment of transfer fee, if not already paid.
- ii. Execution of agreement on transfer by the transferee as per Annexure-H/VI.
- iii. Personal appearance of the original allottee/partners/authorized director before Estate Manager to confirm the sale transaction by way of an affidavit as per Annexure-H/VII, wherever applicable.
- iv. Indemnity Bond by the Purchaser/transferee as per Annexure-H/VIII.
- v. Original Regular Letter of Allotment & Original Letter of Change in Constitution, if any.
- vi. Certified copy of sale deed.

**Note:** Wherever feasible and/or deemed appropriate by the Estate Manager, the personal appearance of the original allottee can also be held before issuance of PTL & in such an event, the condition of personal appearance shall not be stipulated in the PTL.

After verification of compliance of conditions of PTL, the Estate Manager shall issue Final Transfer Letter (FTL) as per prescribed format (Annexure-H/IX) within a period of 15 days from the date of compliance of conditions of PTL.

**2. First Transfer by way of transfer of more than 51% share/shareholding of original partners/shareholders in favour of some third party.**

Transfer of plot under this category involves two steps as under:

- a. Issuance of Provisional Permission Letter;
- b. Issuance of Final Permission Letter.

**2.a Documents required to be submitted by the allottee(s) for 'a' above:**

- i. Application for permission to Transfer as per prescribed format (Annexure-H/X).
- ii. Affidavit as per prescribed format from the allottee (Annexure-H/XI).



- iii. Undertaking from the proposed transferee as per prescribed format (Annexure-H/XII).
- iv. Indemnity Bond from the allottee as per prescribed format (Annexure-H/XIII)
- v. No zoning violation certificate from registered architect.
- vi. Attested copy of new partnership deed along with fresh form A & C issued by Registrar of Firms (in case of transfer by way of changes in the partnership firm)
- vii. Copy of occupation certificate / Project Completion Certificate issued by Estate Manager, if applicable.
- viii. CA certificate indicating the details of directors and shareholders with their shareholding at the time of allotment/change in constitution and subsequent changes therein from time to time (date-wise) till date, duly certified that there are no other change in the shareholding pattern of the company (in case of company transfer by way of transfer of more than 51% shareholding)
- ix. Copies of form 32 filed with RoC w.r.t. resignation of original directors & appointment of new directors.
- x. Project report of the new management, in case of change of project.
- xi. Copy of conveyance deed.
- xii. NoC from Bank/FI in whose favour plot has been mortgaged ( if applicable)

**Note:** After verification of the application/documents submitted by the allottee, the Estate Manager shall issue Provisional Letter for approval of changes in partners/directors & shareholders of the allottee firm/company, as per prescribed format (Annexure-H/XIV) within 30 working days or convey the deficiencies to the allottee within 15 working days of receipt of request with supporting documents.

**2.b Documents required to be submitted by the allottee(s) for 'b' above:**

- i. Payment of transfer fee, if not already paid.
- ii. Personal appearance of the outgoing partners/authorized director before Estate Manager to confirm the transaction by way of an affidavit as per Annexure-H/XV, if applicable.
- iii. Indemnity Bond by the new management as per Annexure-H/XVI.

**Note:** Wherever feasible and/or deemed appropriate by the Estate Manager, the personal appearance of the outgoing partners / director(s) & shareholder(s) can also be held before issuance of Provisional Permission Letter & in such an event, the condition of personal appearance shall not be stipulated in the Provisional Permission Letter.

After verification of compliance of conditions of Provisional Permission Letter, the Estate Manager shall issue Final Permission Letter (Annexure H-XVII) within a period of 15 days from the date of compliance of conditions of Provisional Permission Letter.

**3. Transfer by way of succession due to death of the allottee/majority shareholders:**

Transfer of plot under this category involves two steps as under:

- a. Issuance of Provisional Transfer Letter (PTL)
- b. Issuance of Final Transfer Letter (FTL)

**3.a Documents required to be submitted by the proposed transferee for 'a' above:**

- i. Application for permission to Transfer as per prescribed format (Annexure-H/XVIII).
- ii. Copy of WILL duly probated by the competent court or Affidavit-cum-NoC from legal heirs of the allottee as per Annexure-H/XIX
- iii. Indemnity Bond from the proposed transferee as per Annexure-H/XX
- iv. Undertaking from the proposed transferee as per Annexure-H/XXI
- v. Payment of processing fee

**Note:** After verification of the application/documents submitted by the proposed transferee, the Estate Manager shall get a public notice issued in two leading newspapers within 15 working days of receipt of request with supporting documents, at the cost of the proposed transferee, inviting objections from the general public within 30 days, to the proposed transfer or convey the deficiencies to the allottee within 15 working days of receipt of request with supporting documents. In case no objection is received in response to the public notice, the Estate Manager shall issue Provisional Transfer Letter (PTL) as per prescribed format (Annexure-H/XXII) within 30 working days.

**3.b Documents required to be submitted by the proposed transferee for 'b' above:**

- i. Payment of processing fee, if not already paid.
- ii. Payment of public notice expenses, if not already paid.
- iii. Execution of agreement on transfer by the transferee as per Annexure-H/VIII
- iv. Personal appearance of the legal heirs relinquishing their right in favour of the transferee before Estate Manager to confirm the same by way of an affidavit as per Annexure-H/XIX.

After verification of compliance of conditions of Provisional Transfer Letter, the Estate Manager shall issue Final Transfer Letter (Annexure H/IX) within a period of 15 days from the date of compliance of conditions of Provisional Transfer Letter.

**4. Transfer by way of takeover by Banks/Financial Institutions:**

Transfer of plot under this category involves two steps as under:

- a. Issuance of Provisional Transfer Letter (PTL)
- b. Issuance of Final Transfer Letter (FTL)

**4.a Documents required to be submitted by the proposed transferee for 'a' above:**

- i. Application for permission to Transfer as per prescribed format (Annexure-H/XXIII).
- ii. Copy of sale confirmation letter from the bank/FI and certified copy of sale deed executed in favour of the proposed transferee
- iii. Undertaking from the proposed transferee as per prescribed format (Annexure-H/XXIV).
- iv. Indemnity bond from the proposed transferee (Annexure-H/XXV)
- v. No zoning violation certificate from registered architect.
- vi. Attested copy of partnership deed with form A & C issued by Registrar of Firms (in case proposed transferee is a partnership firm)
- vii. Certified copy of Memorandum & Articles of Association along with certificate of incorporation (in case proposed transferee is a company)
- viii. CA certificate indicating the details of directors and shareholders of the transferee company (in case proposed transferee is a company)
- ix. Project report of the proposed transferee
- x. Certified copy of PAN Card of transferee
- xi. Payment of processing fee

**Note:** After verification of the application/documents submitted by the proposed transferee, the Estate Manager shall issue Provisional Transfer Letter (PTL) as per prescribed format (Annexure-H/XXVI) within 30 working days.

**4.b Documents required to be submitted by the proposed transferee for 'b' above:**

- i. Payment of processing fee, if not already paid.
- ii. Execution of agreement on transfer by the transferee as per Annexure-H/VIII
- iii. Certified copy of sale deed, if not already submitted.

**Note:** After verification of compliance of conditions of Provisional Transfer Letter, the Estate Manager shall issue Final Transfer Letter (Annexure H/IX) within a period of 15 working days from the date of compliance of conditions of Provisional Transfer Letter.

## HARYANA STATE INDUSTRIAL &amp; INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

Application form for Permission to Transfer the Plot

The Estate Manager,  
HSIIDC Ltd.,

\_\_\_\_\_.

Sub: - Application for transfer of plot no. \_\_\_\_\_, Phase/Sector\_\_\_\_\_, I.E.  
\_\_\_\_\_ measuring \_\_\_\_\_ square meters in favor of Mr./Mrs./M/s  
\_\_\_\_\_ for setting up a project of  
\_\_\_\_\_.

**A. Details of Transferor:**

1	Name of Allottee	
2	Approved Project	
3	Date of allotment	
4	Date of offer of possession	
5	Time allowed for implementation (including extension, if any granted)	
6	Date of issuance of Occupation Certificate	
7	Date of issuance of Project Completion Certificate	
8	Whether unit remained in production for 5 years or not? (enclose proofs)	
9	Present status of project	
10	Whether there are any zoning violations of building bye-law? (Enclose no zoning violation certificate from registered architect)	
11	Whether all dues towards cost of the plot, enhanced cost (if any), extension fee (if any), Maint./ water/sewer charges etc. have been fully paid till date?	
12	Whether plot mortgaged to any Bank/FI? (If yes, enclose NOC in original from such Bank/FI for transfer of plot)	
13	Date of execution of conveyance deed	

**B. Details of Transferee:**

14	Name of the proposed Transferee	
15	Constitution of the proposed transferee	
16	Partners or Promoter/Directors & shareholders as on the date of agreement to sell/sale deed	
17	Project to be implemented	
18	Date of agreement to sell	
19	Date of exchange of sale consideration. (Give complete details including cheque/DD No. & date, amount, bank, payees name etc.)	

All the particulars given above are correct and nothing has been concealed or misrepresented and if any facts are found wrong or incorrect, the HSIIDC shall be at liberty to decline our request for transfer of plot and initiate further action including resumption of plot.

You are requested to consider our request and allow transfer of plot in favor of Mr./Mrs./M/s \_\_\_\_\_ . We are ready to pay the applicable transfer fee and comply with other terms & conditions for the same.

Thanking you,

Your's Sincerely,

Sign. :	_____	Sign. :	_____
Name:	_____	Name :	_____
Company:	_____	Company:	_____
Address:	_____	Address:	_____

Tel. No.:	_____	Tel. No.:	_____
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Email ID	_____	Email ID	_____
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**(ALLOTTEE)**

**(PROPOSED TRANSFEREE)**

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 20/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

#### Affidavit from original allottee

I/we, \_\_\_\_\_ S/o \_\_\_\_\_,  
 Prop./partner(s)/Director(s) of M/s \_\_\_\_\_, having registered Office at \_\_\_\_\_, allottee of plot No. \_\_\_\_\_ Phase/Sector \_\_\_\_\_, I.E. \_\_\_\_\_, duly authorized to give this undertaking vide board resolution dated \_\_\_\_\_ (copy enclosed-in case of company only) do hereby solemnly affirm and declare as under:-

- i. That plot No. \_\_\_\_\_ Phase/Sector \_\_\_\_\_ I.E. \_\_\_\_\_ was allotted/re-allotted by HSIIDC in the name of \_\_\_\_\_ vide Regular Letter of Allotment (RLA)/Re-allotment letter dated \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
- ii. That on my/our request, the HSIIDC had allowed Change in constitution from \_\_\_\_\_ to \_\_\_\_\_ vide letter dated \_\_\_\_\_ and I/we have complied with all the conditions of such change in constitution. (Ignore in case no change in constitution has taken place)
- iii. That on my/our request the HSIIDC had allowed Change of Project from \_\_\_\_\_ to \_\_\_\_\_ vide letter dated \_\_\_\_\_ and we have complied with all the conditions of such change of project. (Ignore in case no change of project has taken place)
- iv. That I/we have made complete payment towards full tentative cost of the plot including Enhanced cost, if any, maintenance/water/sewer charges and nothing is outstanding as on date and conveyance deed of the plot has already been executed in my/our favour on \_\_\_\_\_.
- v. That the building constructed at site is as per approved building plans and we have also obtained OC vide letter dated \_\_\_\_\_. Further, we have not made any extra construction, alternation in the building after obtaining OC and there are no zoning violations of building bye-laws as on date.
- vi. That I/we have implemented the approved project of \_\_\_\_\_ on the plot within the stipulated period and have already submitted the supporting documents to HSIIDC & obtained project completion certificate from Estate Manager, HSIIDC, I.E \_\_\_\_\_ on \_\_\_\_\_ & \_\_\_\_\_ respectively. (Ignore if not applicable)
- vii. That I/we have now sold the aforesaid plot alongwith building erected thereon to Sh./M/s \_\_\_\_\_ vide agreement to sell dated \_\_\_\_\_ sale deed dated \_\_\_\_\_, for setting up a project of \_\_\_\_\_ and I/we have received part/full consideration amount thereof.
- viii. That I/we have made a request to HSIIDC for transfer of plot on the prescribed application form and have no objection to HSIIDC transferring the allottee rights of the captioned plot in favor of Mr./Mrs./M/s \_\_\_\_\_. I/we also undertake to deposit the requisite transfer fee, any other charges as levied by HSIIDC for transfer of plot and would comply with all other terms & conditions of provisional transfer within the stipulated period.
- ix. That the provisional permission to transfer the plot by HSIIDC shall only be technical permission required as per terms of allotment and shall not absolve the deponent(s) from any other clearance required from any of the authorities under any other

Act(s), whatsoever, and the HSIIDC shall in no way be responsible for any violation of any Act(s) applicable from time to time.

Place : \_\_\_\_\_

**Deponent(s)**

Dated: \_\_\_\_\_

**Verification :-**

I/we, the above named executant(s) do hereby further solemnly affirm and declare that the contents of my above affidavit are true and correct to my knowledge & belief and nothing has been concealed therein.

Verified at \_\_\_\_\_ on \_\_\_\_\_.

**Deponent(s)**

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 20/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

Undertaking from the Purchaser

I/we, \_\_\_\_\_ S/o \_\_\_\_\_,  
Prop./Partner(s)/Director(s) of M/s \_\_\_\_\_, having registered Office at \_\_\_\_\_ and duly authorized to give this undertaking vide board resolution dated \_\_\_\_\_ (copy enclosed - in case of company only) do hereby solemnly affirm and declare as under:-

1. That I/we have purchased Plot bearing no. \_\_\_\_\_ Phase/Sector \_\_\_\_\_ situated at HSIIDC, Indl. Estate \_\_\_\_\_, Distt. \_\_\_\_\_ from Mr./Mrs./M/s \_\_\_\_\_ vide agreement to sell dated \_\_\_\_\_ / sale deed dated \_\_\_\_\_, for setting up a project of \_\_\_\_\_.
2. That the project proposed to be setup on the captioned plot does not fall in the restrictive list and there will be no pollution from my/our unit proposed to be set up on the said plot i.e. \_\_\_\_\_ and we undertake to submit NOC from Haryana Pollution Control Board, before start of commercial production, if required.
3. That I/we undertake to export minimum 33% production as per the policy of HSIIDC as applicable to EPIP plots (Ignore if plot is outside EPIP Zone).
4. That I/we undertake to unconditionally pay the dues of the Corporation related to the previous period before transfer and also the future dues as and when demand is raised by the Corporation, without and dispute & delay.
5. That I/we undertake to comply with all the rules and regulations of HSIIDC as applicable on said plot from time to time including terms & conditions of provisional transfer, Industrial Policy of the State Government and Estate Management Procedures of HSIIDC, as amended from time to time.
6. That I/we undertake that the plot would be used only for carrying out approved activity i.e. \_\_\_\_\_ and shall not be used for any non-permissible activity including showroom/godown/office etc.
7. That I/we undertake that the basement, if any, shall be used only for parking, storage & utilities and not for any other activity.
8. That I/we undertake to comply with the relevant building bye laws of HSIIDC as well as Town & Country Planning Department, Haryana and would not violate the same at any point of time. I/we further undertake that in case any increase in FAR is required at any stage, I/we would approach field office, HSIIDC who will consider my/our request for any such increase on merits and provisional permission to transfer in any way will not entitle me/us for any such increase in FAR.
9. That the provisional permission to transfer the plot by HSIIDC shall only be technical permission required as per terms of allotment and shall not absolve the executant(s) from any other clearance required from any of the authorities under any other Act(s), whatsoever, and the HSIIDC shall in no way be responsible for any violation of any Act(s) applicable from time to time.
10. That I/we shall implement the approved project on the captioned plot within permissible period.

Place : \_\_\_\_\_  
Dated: \_\_\_\_\_

Executant(s)



TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 50/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

**INDEMNITY BOND**

(to be submitted by the allottee before issuance of PTL)

Know all men by these presents that this Indemnity Bond is executed at \_\_\_\_\_ on \_\_\_\_\_ by S/Sh. \_\_\_\_\_ S/o \_\_\_\_\_, Resident of \_\_\_\_\_, aged \_\_\_\_\_ years, Prop./Partner(s)/Director(s) of M/s \_\_\_\_\_ (Herein called the executant(s)) of the one part in favour of Haryana State Industrial & Infrastructure Development Corporation Limited having its registered office at plot no C-13-14, Sector-6, Panchkula (hereinafter called "HSIIDC") of the Second part.

The expression of the above named parties shall mean and include their respective heirs, executors, administrators and legal representatives in office and assignees.

Whereas the executant(s) have applied to HSIIDC for provisional transfer of plot no. \_\_\_\_\_, Phase/Sector \_\_\_\_\_, Industrial Estate \_\_\_\_\_ in favour of \_\_\_\_\_ and whereas the executant(s) do hereby undertake and has agreed to indemnify the HSIIDC and also make good losses, if any, suffered by the HSIIDC on account of the said transfer.

Now the condition for the above written bond or obligation is such that the interest of the said HSIIDC, its successors and assigns and its legal representatives and its effects are and shall from time to time and at all times hereinafter be kept safe and saved, harmless and indemnified by the executant(s) against any claim arising out of said transfer and against all actions, losses, costs etc. whatsoever the said HSIIDC may suffer on account of the said transfer.

This Indemnity Bond is hereby executed by me on the day, month and year first hereinafter mentioned in the presence of witnesses.

**WITNESSES WITH FULL ADDRESSES**

1. ....
2. ....

**SIGNATURE OF THE EXECUTANTS**

**HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

(Format of Provisional Transfer Letter (PTL) to be issued by the Estate Manager)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub.: Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, I.E. \_\_\_\_\_ - Provisional Transfer of plot in favour of \_\_\_\_\_.**

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, it is to inform you that taking into consideration the documents submitted by you, the Corporation is agreeable in principle to allow provisional transfer of plot in favor of Mr./Mrs./M/s \_\_\_\_\_ for setting up a project of \_\_\_\_\_, subject to the following terms and conditions:

1. Execution of agreement on transfer by the proposed transferee.
2. Payment of transfer fee @ Rs. \_\_\_\_\_/- per square meter along with interest @ 12% p.a. from the effective date of transfer till the date of payment and applicable service tax.
3. The original allottee/partners/authorized director shall appear in person before Estate Manager, I.E. \_\_\_\_\_ to confirm the transaction of transfer of plot by way of affidavit along with photographs thereon duly attested by Magistrate 1<sup>st</sup> Class/Notary Public along with proof of identity i.e. Voter card, PAN card, Ration card, Passport etc.
4. The allottee shall execute sale deed in favour of the proposed transferee and shall submit a certified copy of the same to the Corporation.
5. The proposed transferee shall submit indemnity bond as per prescribed format.
6. Submission of Original Regular Letter of Allotment and Original Letter of Change in Constitution, if any.
7. Any other condition deemed appropriate by the Estate Manager, depending on nature of the case.

You are advised to comply with the above conditions within a period of 120 days from the date of issuance of this letter. This letter shall have no force unless the above conditions are complied within the aforesaid period.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

CC: \_\_\_\_\_ (Transferee),  
\_\_\_\_\_  
\_\_\_\_\_.

**AGREEMENT**

(ONLY FIRST PAGE OF THIS AGREEMENT TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 20/-)

This agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ between the Haryana State Industrial & Infrastructure Development Corporation Limited, Registered Office, C-13 & 14, Sector-6, Panchkula, hereinafter called as the “HSIIDC” of the one part of this agreement, which expression shall include its successors, assignees, administrators, executors through its authorized signatory;

**AND**

Mr./Mrs./Ms \_\_\_\_\_ S/D/W/o \_\_\_\_\_  
\_\_\_\_\_ R/o \_\_\_\_\_ M/s \_\_\_\_\_  
\_\_\_\_\_ having its registered Office at \_\_\_\_\_

hereinafter called as the “allottee” of the other part of this agreement, which expression shall include his/her/its heirs, successors, assignees, administrators, nominees, etc. through its authorized signatory namely \_\_\_\_\_ S/o \_\_\_\_\_.

**Terms and Conditions:**

*WHEREAS* the industrial plot/ shed No.\_\_\_\_\_, measuring \_\_\_\_\_ square meters, Sector-\_\_\_\_\_, Phase-\_\_\_\_\_ in Industrial Estate \_\_\_\_\_ was allotted/re-allotted \_\_\_\_\_ to \_\_\_\_\_ Sh./Smt./M/s \_\_\_\_\_

(hereinafter referred to as the Transferor allottee) vide Regular Letter of Allotment/Re-allotment Letter dated \_\_\_\_\_, for setting up the project of \_\_\_\_\_

\_\_\_\_\_ and an agreement containing the terms & conditions of allotment was executed between HSIIDC and the transferor allottee on \_\_\_\_\_ and conveyance deed / sale deed was executed in favour of the transferor allottee by \_\_\_\_\_ on \_\_\_\_\_.

*AND WHEREAS* the transferor allottee, being eligible to seek transfer of the plot/shed under the transfer policy, contained in the Estate Management Procedure, 2015 (EMP-2015), as amended from time to time, pursuant to the Enterprises Promotion Policy 2015 (EPP) of the State Government, has made a request to the HSIIDC to allow him/her/it to transfer the said plot/shed in favour of allottee i.e. Sh./Smt./M/s \_\_\_\_\_ for setting up \_\_\_\_\_ the \_\_\_\_\_ project \_\_\_\_\_ of \_\_\_\_\_ and the HSIIDC has acceded to the request of the transferor allottee and has allowed transfer of the aforesaid plot/shed from the transferor allottee to the allottee.

*AND WHEREAS* in consideration of the HSIIDC agreeing to transfer the said plot/shed in favour of the allottee, the HSIIDC and the allottee enter into this agreement on the terms & conditions set out hereinafter:-

**NOW THIS AGREEMENT WITNESSETH AS UNDER: -**

1. That the HSIIDC shall issue a Letter of Re-allotment to the allottee in respect of plot/shed No.\_\_\_\_\_, measuring \_\_\_\_\_ square meters, Sector-\_\_\_\_\_, Phase-\_\_\_\_\_ in Industrial Estate \_\_\_\_\_ and the allottee shall step into the shoes of the transferor allottee and shall be bound to honour and discharge all the contractual liabilities arising out of the terms and conditions stipulated in the Regular Letter of Allotment (RLA)/Re-allotment Letter dated \_\_\_\_\_ issued in favour of the transferor allottee, agreement dated \_\_\_\_\_ entered into between the HSIIDC and the transferor allottee and/or the Conveyance deed dated \_\_\_\_\_, executed by the HSIIDC in favour of the original allottee/transferor allottee in respect of the said plot/shed.

2. That the allottee shall be liable to pay any amount found to be due and all such arrears or payments detected later on which could not be earlier detected due to mis-calculation or arithmetical mistake or otherwise and further the allottee shall pay all such dues or payments within 30 days from the date of demand notice, issued by the HSIIDC, failing which, with interest @ 15% p.a., or as applicable from time to time within further extended period of 30 days and failing which, the plot/shed shall be liable to be resumed.

3. \*That the allotment of the plot having been made by the Corporation before coming into force of EMP-2015, any additional price of the aforesaid plot/shed, as a consequence of enhancement in compensation that has been/may be awarded by the Court(s), in any matters/cases arising out of the acquisition proceedings or any incidental or connected matter thereto, shall be payable by the allottee, in lump sum, within 60 days from the date of issuance of demand notice without any interest or in six half yearly equal installments payable on 30<sup>th</sup> June & 31<sup>st</sup> December of each year, along with interest @ 12% p.a., on the balance outstanding. Default in payment of installments shall entail payment of penal interest @3% p.a. over and above the normal interest rate of 12% p.a. for the defaulted period on the amount in default, compounded half yearly. In the event of non-payment of such enhanced compensation as per schedule, the aforesaid plot/shed shall be liable to be resumed.

\*That the allotment of the plot having been made by the Corporation after coming into force of EMP-2015, no enhancement in price on account of acquisition of land will be charged by the Corporation from the allottee.

**\* strike whichever is not relevant.**

4. That the allottee shall construct the building on the aforesaid plot after getting the building plans approved from the Registered Architect under self-certification scheme and the said building plans must be as per the Punjab Scheduled Roads and Controlled Areas restriction of Unregulated Development Rules, 1965 and Rules & Regulations of Town and Country Planning Deptt., Haryana, as applicable from time to time as well as the zoning plan of the plots. The maximum permissible covered area norms shall be governed by the Rules & Regulations of Town and Country Planning Deptt., Haryana, applicable from time to time. However, before start of construction, the allottee shall submit a copy of the approved building plans to the concerned DTP/STP of HSIIDC.

5. That the allottee shall obtain an occupation certificate from the competent authority, as per the Rules & Regulations of Town and Country Planning Deptt., Haryana, applicable from time to time as well as provisions of EMP-2015, before occupying the building and shall submit a copy of the occupation certificate in the concerned field office of HSIIDC. Further, the procedure to grant occupation certificate shall be governed by the rules & regulations of Department of Town & Country Planning, Haryana, as well as EMP-2015, as amended from time to time.

6. The allottee shall not alter/change the existing building on the said plot/shed in violation of the zoning plan of the estate and shall not erect or re-erect any building on the said plot/shed in violation of rules and regulations of the Department of Town & Country Planning, Haryana, as amended from time to time. Zoning violations and the deviations from the approved building plans at any stage shall cause a notice to rectify the breach by the allottee. In the event of non-compliance by the allottee, the aforesaid plot/shed shall liable to be resumed.

However in case the allottee decides to reconstruct the building after dismantling the old building or otherwise, he would be required to follow the guidelines/rules and regulations of the Department of Town & Country Planning, Haryana, as well as EMP-2015, as amended from time to time with regard to approval of building plans and obtaining occupation certificate.

7. a) \*That the allottee shall be required to complete the project, for which the aforesaid plot has been allotted, within a period of three years from the date of

offer of possession; or actual possession of the plot, whichever is earlier. Completion of the project shall mean the commencement of commercial production after coverage of construction of building in accordance with the norms specified in EMP-2015, as amended from time to time, obtaining occupation certificate from the competent authority and installation of plant and machinery to the extent of at least 40% of the value as stated in the project report submitted by the allottee at the time of allotment of plot, in accordance with the norms specified in EMP-2015, amended from time to time. However, the allottee should, as far as possible, take following steps within a period of three year of the offer of possession or actual possession, whichever is earlier:

- i) Taking over physical possession of the plot
- ii) Submission of building plans duly approved by the Registered Architect under self-certification scheme to the Corporation.
- iii) Closure of financial tie-ups (Promoter's capital and loans etc.)
- iv) Commencement of construction at site
- v) Technical and marketing tie up
- vi) Placement of orders of machinery and other capital goods.

\*That the allottee shall be required to complete the approved project, for which the aforesaid shed/flatted factory unit has been allotted, within a period of two years from the date of offer of physical possession of the shed/flatted factory unit by HSIIDC or actual possession of the shed/flatted factory unit, whichever is earlier. Completion of the project shall mean the commencement of commercial production, after installation of the plant and machinery to the extent of at least 40% of the value as stated in the project report submitted at the time of allotment of plot and in accordance with the norms specified in EMP-2015, amended from time to time.

In case, the plot has been transferred without completion of the project under the provisions of EMP-2015, the transferee allottee shall be required to complete the project within the original permissible period or extendable period on payment of prescribed extension fee.

b) Part Completion: In the case of plot, if the allottee intends to complete the project partially after constructing building with covered area less than the prescribed minimum construction coverage norms, in such a case, the allottee shall be required to obtain part occupation certificate from the competent authority at least to the extent 50% of the minimum construction coverage norms and start commercial production by installing plant and machinery to the extent of 20% of the value as stated in project report submitted at the time of allotment of plot. In the case of shed, the allottee shall be required to start commercial production by installing plant and machinery to the extent of 20% of the value as stated in project report submitted at the time of allotment of plot start commercial production by installing plant and machinery to the extent of 20% of the value as stated in project report submitted at the time of allotment of plot, to be eligible for issuance of part completion certificate.

In such cases, further extension in time for completion of the project shall be governed by the provisions of Estate Management Procedures-2015 as amended from time to time.

c)\* Deemed project completion: In the case of plot, the allottee shall be deemed to have completed the project on the date of issuance of occupation certificate, if the allottee had completed the construction equivalent to 95% of the total permissible covered area and has not been able to commence the commercial production, for whatever reasons, but has obtained occupation certificate from the Competent Authority.

**\* Strike whichever is not applicable.**

- 8        \*The period of three years for completion of the project on the plot, may be further extended by HSIIDC by another three years on year to year basis, on payment of prescribed extension fee, applicable from time to time, with applicable interest, subject, however, to the conditions that the allottee has complied with the norms specified in EMP-2015, as amended from time to time and satisfies that the allottee had taken effective steps for the completion of the project within the requisite period of three years.
- \*The period of two years for completion of the project by allottee of the shed/flatted factory unit, may be further extended for three year by HSIIDC on payment of prescribed extension fee, applicable from time to time, with applicable interest.
- \* **Strike whichever is not applicable.**  
Upon failure on the part of the allottee to adhere to the schedule/time available for completion of the project, HSIIDC shall be competent to resume the aforesaid plot/shed/flatted factory unit after giving show cause notice.
9.        That the allottee shall use and utilize the aforesaid plot/shed/flatted factory unit for the purpose for which it has been allotted. Provided that the project can be changed at any stage for permissible activities only subject to the provisions contained in Estate Management Procedures-2015 with regard to change of project. Violation, if any, shall entail resumption of the plot/shed/flatted factory unit.
10.      That the use of the land and the building erected on the above said plot/shed shall be governed by the zoning plan of the Estate. The permissible covered area shall be governed as per rules & regulations of the department of Town & Country Planning, Haryana as well as EMP-2015, as amended from time to time. Zoning violations and deviation from the approved building plans at any stage shall cause a notice to rectify the breach by the allottee. In the event of non-compliance by the allottee within the time permitted by the HSIIDC, the aforesaid plot/shed shall be liable to be resumed and the allottee shall be required to remove such structure/debris from the plot at his own cost within a period of three months from the date of order of the resumption, failing which the Corporation may get the cost of construction of the building assessed from the approved valuer/Chartered Engineer and pay this amount to the erstwhile allottee.
11.      That the allottee shall not bifurcate the aforesaid plot except with the prior written permission of the HSIIDC. Bifurcation of the plot shall, however, be governed and regulated in the manner as provided in the EMP-2015, as amended from time to time.
12.      That the plot/shed shall continue to belong to HSIIDC until & unless the full price of the plot/shed together with interest and other amount, if any, due to HSIIDC is paid by the allottee. Allottee shall have no right to transfer the land and building standing thereon by way of sale or gift, lease or any other way, without specific written approval from HSIIDC.
13.      The allottee shall have the right to mortgage the plot in favour of banks/FIs, subject to the conditions that the HSIIDC shall have first charge on the plot for recovery of its dues and the charge of the bank/FI shall be second/sub-servient. Further, the allottee shall get the deed of conveyance executed in its favour before creating mortgage of the plot/shed. The mortgage to be created by the allottee in favour of bank/FIs shall be without prejudice to the rights of the Corporation in terms of the RLA/Deed of Conveyance in respect of the plot/shed in question. In the event of auction of the property by the bank/FI for recovery of its dues, the bank/auction purchaser shall be required to clear the dues of the Corporation in respect of the plot as the purchaser shall be stepping into the shoes of the allottee as defined in clause 12.11 of EMP-2015, amended from time to time. The auction purchaser shall utilize the plot/premises for permissible activities only and in case the project was not completed by the allottee the auction purchaser shall be required to complete his project within two years of re-allotment of plot in its favour, failing which the

- provisions relating to grant of extension as provided in chapter 5 of EMP-2015 shall be applicable.
14. That the allottee is expected to use the plot/shed for permissible activity. However, further transfer of plot /shed shall be governed by the provisions of EMP-2015, as amended from time to time and the allottee shall be required to obtain prior written permission of the Corporation before effecting subsequent transfer.
15. i) That the change in constitution from individual/Joint holders to a Partnership Firm/company or from Partnership Firm to a Company shall be permissible at any stage provided the entire shareholding/ ownership of the firm/company/project is with the original allottee and/or his/her family members as defined in EMP-2015. Applicable processing fee shall be payable in such cases and prior written permission of Corporation shall be mandatory. In case of allotment in favour of NRI/ person with disability, the original allottee must retain at least 51% stake till project completion.
- ii) That in case the change in constitution involves induction of a third party (other than family members as defined in EMP-2015) into the firm/company/project, the same may be allowed by the Corporation on payment of fee as defined in EMP-2015, subject to the condition that the original allottee/his family members retain at least 51% share in the firm/company/ project. In case the share of the original allottee/partners/shareholders and their family members in the firm/company/project falls below 51%, it shall amount to transfer and the provisions of chapter 8 of EMP-2015 related to transfer of plot shall be applicable.
- iii) That in case the allottee being a Private Limited Company becomes Public Limited Company listed with recognized stock exchange, the change in constitution may be allowed by the Corporation on payment of the applicable processing fee subject to the condition that the allottee or his associates (family members), retain the largest shareholding with management control, otherwise it will be treated as a case of transfer and shall be dealt under the relevant provisions.
- iv) That in case the allottee is a company and intends to implement the proposed project through its subsidiary company, such a request can be considered by the Corporation, subject to the condition that the entire paid up capital of the subsidiary company is held by the allottee company and its shareholders/promoter Directors. Similarly, implementation of project through the holding company of the allottee company as well as through a concern/company promoted/owned by the original allottee / partners of allottee firm /promoter/directors of allottee company and their family members shall also be covered under this clause. Applicable processing fee shall be payable in such cases.
- v) That in case of change in constitution where the conveyance deed has already been executed in favour of the original allottee, the title of the plot shall be got transferred in the name of new entity by way of registered deed.
16. a) That in order to ensure optimum utilization of the built up Industrial space, leasing/renting of the built up premises for permissible activities may be allowed by the Corporation, if the allottee has made construction as per the standard norms, obtained occupation certificate, paid all the dues of the Corporation and has not committed any violation of the building bye-laws after obtaining the occupation certificate/terms and conditions of allotment/provisions of EMP-2015, as amended from time to time. Such permission may be granted by the HSIIDC on payment of applicable leasing/processing fee, with applicable interest as prescribed in the EMP-2015, amended from time to time. However, prior written approval of the HSIIDC for leasing shall be mandatory. Lease instruments exceeding 11 months period shall be required to registered as per legal requirements. Further leasing of industrial plots as such (i.e. where a building has not been constructed thereon) will not be permitted. The provisions with regard to leasing of premises, as detailed in EMP-2015, as amended from time to time, shall be strictly adhered to by the allottee.



- b) No leasing fee shall be charged in cases where premises is leased out to a concern/firm/company owned by the original allottee/his family members with minimum 51% share, subsidiary or holding company of the allottee company or a firm/company owned by original promoters of the allottee firm/company. Further, no leasing fee shall be payable in case the premises is leased out after running the industrial unit on the plot, for a period of 5 years or more as defined in clause 7.4 of EMP-2015, as amended from time to time.
- c) That there shall be no limit/restriction on the number of leases permissible in any premises subject to the condition that the premises is leased out only for permissible activities and meets the normal safety requirement. Once the premises has been leased out with the permission of the Corporation, no permission shall be required from the Corporation for second/subsequent lease or change in lessee subject to the allottee keeping HSIIDC informed about such changes preferably within 15 days of execution of the lease deed, alongwith requisite details. The allottee shall also file an annual certificate/return (by 30<sup>th</sup> April each year as per the prescribed procedure) confirming the number and the name of lessee(s), area leased out, uses of the premises leased out during the year and status as on date.
17. That the HSIIDC shall continue to be the owner of all mines and minerals, whatsoever, including sub-soil water in or underneath the surface of the plot/shed with all such rights and powers, as may be necessary or expedient for the purpose of searching, working, obtaining, removing & enjoying the same at all such times and in such manner as HSIIDC may deem fit, with power to carry out any survey of all or any part of the said plot/shed and to sink pits, erect building, construct lines and generally appropriate and use surface of the said plot/shed for the purpose of doing the full enjoyment of the exceptions and reservations herein contained.
- Provided that the allottee shall be entitled to receive from HSIIDC such payment for the occupation by HSIIDC of the surface and for the damage done to the surface or building on the said land by such works or workings or letting down as may be agreed upon between the HSIIDC and the allottee.
18. That the HSIIDC may, by its officers & servants, at all reasonable times and in reasonable manner after giving 24 hours' notice in writing, enter in upon any part of the plot and building erected there on for the purpose of ascertaining that the allottee has duly performed and observed the conditions to be observed under the provisions of the agreement/RLA.
19. That the HSIIDC shall have full right, power and authority at all times, to do through its officers or servants, all acts and things which may be necessary or expedient for the purpose of enforcing compliance of all or any of the terms, conditions and reservation imposed and to recover from allottee, as first charge upon the said land/building, the cost of doing all or any such act and things and all costs incurred in connection therewith or in any way relating thereto.
20. That the allottee shall comply with all the Estate Management regulations dealing with Malba, Cleanliness, quantum and the quality of effluent discharge, solid waste disposal, green cover obligations, vehicle parking regulations etc., among other things, for proper maintenance of the industrial estate and its surrounding. HSIIDC shall be within its rights to ensure compliance of measures considered necessary for its maintenance and levy charges, fines and penalties, if necessary, towards achievement of its objectives.
21. That the allottee shall have to pay local and general taxes, rates or cesses, service tax wherever applicable, etc., as imposed on the said plot/shed by the competent authority from time to time.
22. That the allottee shall pay the proportionate maintenance & service charges fixed from time to time and as communicated by the HSIIDC. The maintenance & service

- charges will be payable on per square meter basis within 30 days of raising of demand by the Estate Manager, failing which applicable interest/penalty shall be payable by the allottee.
23. That the allottee agrees and undertakes that he/she/it shall, as far as possible, employ 75% of un-skilled workforce and shall give preference for other categories to candidates from among the Haryana Domiciles in the unit to be set up on plot/shed.
  24. That the Govt. may in the near future acquire possession and proprietary rights over the land surrounding the industrial estates and the Govt. or any other authority on behalf of the Govt. may thereafter, in its discretion, decide to convert this area or a part thereof into a green belt or to use it for any other common purpose and in the event of such happening, the cost of the acquisition and development of the part of land so utilized payable by HSIIDC to the Govt. or any authority on its behalf will be recoverable by HSIIDC from its allottees proportionately. Any amount demanded by HSIIDC on account of such external development charges will be payable by the allottee to HSIIDC in lump-sum or in installments, with applicable interest, as may be decided by HSIIDC.
  25. That the allottee shall pay to the HSIIDC such proportionate external development charges spent by the HSIIDC or as may be payable to the Government or any other agency by the HSIIDC for external water supply, electricity installation, roads, storm water, drainage, sewerage, CETP etc., in addition to already stated in the above mentioned clause, within 30 days from the date of the letter of demand failing which the allottee shall be liable to pay the same alongwith interest @ 18% p.a. In the event of failure of the allottee to make payment of the amount demanded within three months from the date of issue of the said letter of demand, the plot/shed shall be liable to be resumed.
  26. That the allottee shall have to take water for unit set up and other area of the said plot/shed from the water supply system of the HSIIDC on payment in accordance with the rates fixed from time to time. The allottee shall not dig or install any tube well/bore-well within or outside his plot/shed for meeting his water requirements.
  27. That the allottee shall adhere to all provisions/requirements under the Environment (Protection) Act 1986, the Water (Prevention and Control of Pollution) Act 1974 and the Air (Prevention and Control of Pollution) Act 1981 with rules of these Acts with all upto date/time to time amendments in the Acts as well as the rules and also obtain the necessary Environmental Clearance and other mandatory clearances from the appropriate Competent Authorities/regulatory bodies, as required under the relevant Act (s).
  28. That HSIIDC allots this plot/shed for setting up and running an industry/service sector enterprise and thereby contributing to the overall economic activity in the State. In case the allottee does not continue to remain in production and the production gets held up, HSIIDC shall issue a notice to the allottee to resume production/re-start the activities within a period of three months. In case the allottee fails to resume production/service activity within the given time, the plot/shed shall be liable to be resumed.
  29. That if the allottee appoints ANY ATTORNEY, (in favour of any family member as defined in EMP-2015), he/she/they shall submit, with HSIIDC, the certified copy of the Registered Power of Attorney along with photograph and signatures of the allottee and that of the attorney duly attested by the First Class Magistrate within a week from the registration of the deed, by Regd. A/D post or in person.
  30. That so long as the allottee fully performs and complies with and continues to so perform and comply with each and all the terms & conditions herein made and provided, but not otherwise, the HSIIDC will ensure to the allottee full and peaceful enjoyment of the rights and privileges herein and hereby conveyed in this deed.

31. That the HSIIDC will be competent to resume plots/sheds in its Industrial Estates in case an allottee defaults in complying with the terms and conditions of allotment/transfer/leasing/provisions of EMP-2015, as amended from time to time, etc. The resumption of plot/shed would be done by the HSIIDC after giving show cause notice. Upon resumption, the payment deposited by the allottee towards price of the plot will be refunded after deducting 10% of the price of the plot/shed without any interest. The amount of interest and penalty, if any, paid on the installment(s), shall also be refunded. In case of resumption, the allottee shall be required to remove the structure/debris within a period of three months from the order of the resumption, failing which the Corporation may get the cost of construction of the building assessed from the approved valuer/Chartered Engineer and pay this amount to the erstwhile allottee.
32. That the plot/shed once resumed shall not be restored by HSIIDC. However, an appeal shall lie to a committee, comprising of the Administrative Secretary of the Industries Deptt. and Managing Director, Haryana Financial Corporation & Director of Industries, Haryana against the order of the HSIIDC. Such an appeal shall be filed within ninety days of passing of resumption order. The decision of the aforesaid committee shall be final and binding.
33. That the allottee is fully aware of provisions of EPP-2015 & EMP-2015 and has gone through the same. The allottee agrees & undertakes to abide by and be bound by the said provisions of EPP-2015 and EMP-2015, as amended from time to time.

IN WITNESS WHEREOF, the parties to this agreement have set their hands/seals on the dates mentioned against their signature.

Signature \_\_\_\_\_  
Dated \_\_\_\_\_

Signed by the said Shri \_\_\_\_\_ at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_,

(Signatures must be got attested from Executive Magistrate, 1<sup>st</sup> Class with his Court seal or a Notary Public).

**Witness:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_

Signature \_\_\_\_\_  
Dated \_\_\_\_\_

For Haryana State Indl. & Infra. Development Corporation Ltd.

Signed by the said Shri \_\_\_\_\_ for and on behalf of Haryana State Industrial & Infrastructure Development Corporation Limited (HSIIDC) and acting under the authority at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_,

In the presence of:

**Witness:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_

(The agreement is required to be duly notarized by Notary Public/ 1<sup>st</sup> Class Magistrate)

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 20/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

**Affidavit from transferor for confirmation of sale transaction and personal appearance before Estate Manager \_\_\_\_\_, HSIIDC**

I/we, \_\_\_\_\_ S/o \_\_\_\_\_, prop./Partner(s)/Director(s) of M/s \_\_\_\_\_, having registered Office at \_\_\_\_\_, allottee of plot No. \_\_\_\_\_ Phase/Sector \_\_\_\_\_, I.E. \_\_\_\_\_, do hereby solemnly affirm and declare as under:-

1. That plot No. \_\_\_\_\_ Phase/Sector \_\_\_\_\_ I.E. \_\_\_\_\_ was allotted/transferred by HSIIDC in the name of the deponent/his/her firm/company namely \_\_\_\_\_ vide Regular Letter of Allotment (RLA)/Final Transfer Letter (FTL) dated \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
2. That subsequently on my/our request, HSIIDC had allowed provisional transfer of aforesaid plot in favor of Mr./Mrs./M/s \_\_\_\_\_ r/o \_\_\_\_\_ vide PTL No. \_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
3. That total consideration of the aforesaid transaction of sale has been received by me/us and nothing is due against the transferee towards sale consideration of aforesaid property.
4. That the three specimen signatures of the undersigned are given below duly attested by Notary Public/1<sup>st</sup> Class Executive Magistrate and I/we personally appear before the Estate Manager \_\_\_\_\_, HSIIDC and confirm that nothing is due against the proposed transferee and the property may finally be transferred in the name of \_\_\_\_\_.

\_\_\_\_\_

Place : \_\_\_\_\_  
Dated: \_\_\_\_\_

**Deponent**

**Verification :-**

I/we, the above named deponent do hereby further solemnly affirm and declare that the contents of my above affidavit are true and correct to my knowledge & belief and nothing has been concealed therein.

Verified at \_\_\_\_\_ on \_\_\_\_\_.

**Deponent**

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 50/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

**INDEMNITY BOND**

(to be submitted by the transferee after issuance of PTL but before issuance of FTL)

Know all men by these presents that this Indemnity Bond is executed at \_\_\_\_\_ on \_\_\_\_\_ by S/Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_, Resident of \_\_\_\_\_, aged \_\_\_\_\_ years, the Prop./Partner(s)/Director(s) of M/s \_\_\_\_\_ (Herein called the executant(s)) of the one part in favour of Haryana State Industrial & Infrastructure Development Corporation Limited having its registered office at plot no C-13-14, Sector-6, Panchkula (hereinafter called "HSI IDC") of the Second part.

The expression of the above named parties shall mean and include their respective heirs, executors, administrators and legal representatives in office and assignees.

Whereas provisional transfer of plot no. \_\_\_\_\_, Phase/Sector \_\_\_\_\_, Industrial Estate \_\_\_\_\_ was allowed in favor of the executant(s) by HSI IDC vide PTL dated \_\_\_\_\_, subject to compliance of certain conditions. All the conditions of PTL dated \_\_\_\_\_ have been complied with and a request has been made to HSI IDC for issuance of Final Transfer Letter (FTL) in favor of \_\_\_\_\_.

And whereas now the HSI IDC has agreed to issue final transfer letter in respect of aforesaid plot in favor of Mr./Mrs./M/s \_\_\_\_\_ on furnishing this Indemnity Bond and whereas the executant(s) do hereby undertake and has agreed to indemnify the HSI IDC and also make good losses, if any, suffered by the HSI IDC on account of the said transfer.

Now the condition for the above written bond or obligation is such that the interest of the said HSI IDC, its successors and assigns and its legal representatives and its effects are and shall from time to time and at all times hereinafter be kept safe and saved, harmless and indemnified by the executant(s) against any claim arising out of said transfer and against all actions, losses, costs etc. whatsoever the said HSI IDC may suffer on account of the said transfer.

This Indemnity Bond is hereby executed by me on the day, month and year first hereinafter mentioned in the presence of witnesses.

**WITNESSES WITH FULL ADDRESSES**

**SIGNATURE OF THE EXECUTANTS**

- 1. ....
- 2. ....

**HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

**Registered post**

No.HSIIDC:\_\_\_\_\_:

Dated:

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Letter of Re-Allotment in respect of Plot/shed No.\_\_\_\_\_, Sector-\_\_\_\_, measuring \_\_\_\_\_ square meter in industrial Estate/IMT\_\_\_\_\_**

Dear Sirs,

WHEREAS an Industrial/Plot/shed bearing No.\_\_\_\_\_, in Phase\_\_\_\_, Sector-\_\_\_\_ cluster\_\_\_\_\_, Industrial Estate/IMT \_\_\_\_\_ was allotted/transferred by the HSIIDC in the name of Mr./Mrs./ M/s. \_\_\_\_\_, vide Regular Letter of Allotment/Re-Allotment Letter No\_\_\_\_\_ dated \_\_\_\_\_(hereinafter referred to as the original allottee/transferor allottee).

AND WHEREAS vide letter dated \_\_\_\_\_ the original allottee/transferor allottee requested HSIIDC for grant of permission to transfer the said plot/shed in favour of Mr/Mrs./M/s. \_\_\_\_\_ for setting up project of \_\_\_\_\_.

AND WHEREAS the HSIIDC acceded to the request of the original allottee/transferor allottee and agreed to allow the transfer of the said plot/shed vide letter No. HSIIDC: Estate: \_\_\_\_\_ dated \_\_\_\_\_ in favour of Mr./Mrs./M/s. \_\_\_\_\_), (hereinafter called the Transferee Allottee) for setting up the project of \_\_\_\_\_ on the terms and conditions contained in the Agreement dated \_\_\_\_\_ executed between the transferee allottee and the HSIIDC.

NOW, THEREFORE, as a sequel to the aforesaid Agreement dated \_\_\_\_\_ having been executed between the transferee allottee and HSIIDC as stipulated therein, this letter of Re-Allotment is issued in favour of Mr./Mrs./ M/s. \_\_\_\_\_, subject to the terms and conditions in the aforesaid agreement dated \_\_\_\_\_.

Thanking you,

Yours truly,  
For; Haryana State Indl. & Infra. Dev. Corpn. Ltd.

**Estate Manager**

## HARYANA STATE INDUSTRIAL &amp; INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

**Application form for Permission to Transfer the Plot by way of transfer of share/shareholding**

The Estate Manager,  
HSIIDC Ltd.,  
\_\_\_\_\_.

Sub:- Application for transfer of plot no. \_\_\_\_\_, Phase/Sector\_\_\_\_\_, I.E. \_\_\_\_\_ measuring \_\_\_\_\_ square meters by way of transfer of share/shareholding of original partners/shareholders in favor of \_\_\_\_\_ for setting up a project of \_\_\_\_\_.

**A. Details of Transferor:**

1	Name of Allottee	
2	Approved Project	
3	Date of allotment	
4	Date of offer of possession	
5	Time allowed for implementation (including extension, if any granted)	
6	Date of issuance of Occupation Certificate	
7	Date of issuance of Project Completion Certificate	
8	Whether unit remained in production for 5 years or not? (enclose proofs)	
9	Present status of project	
10	Whether there are any zoning violations of building bye-law? (Enclose no zoning violation certificate from empanelled architect)	
11	Whether all dues towards cost of the plot, enhanced cost (if any), extension fee (if any), Maint./ water/sewer charges etc. have been fully paid till date?	
12	Date of execution of conveyance deed	

**B. Details of New Management:**

12	Names of the new/proposed partners/shareholders & their share	
13	Project to be implemented	
14	Date of transfer of share/shareholding	
15	Date of exchange of sale consideration. (Give complete details including cheque/DD No. & date, amount, bank, payees name etc.)	

All the particulars given above are correct and nothing has been concealed or misrepresented and if any facts are found wrong or incorrect, the HSIIDC shall be at liberty to decline our request for transfer of plot and initiate further action including resumption of plot.

You are requested to consider our request and allow transfer of share/shareholding of original \_\_\_\_\_ partners/shareholders in favor of Mr./Mrs./M/s \_\_\_\_\_. We are ready to pay the applicable transfer fee and comply with other terms & conditions for the same.

Thanking you,

Your's Sincerely,

Sign. _____	Sign. : _____
: _____	
Name : _____	Name : _____
Company: _____	Company: _____
Address: _____	Address: _____
Tel. No.: _____	Tel. No.: _____
Email ID _____	Email ID _____

**(Original Management)**

**(New Management)**



TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 20/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

**Affidavit from Original Management**

I/we, \_\_\_\_\_ S/o \_\_\_\_\_,  
Partner(s)/Director(s) of M/s \_\_\_\_\_, having registered Office at \_\_\_\_\_, allottee of plot No. \_\_\_\_\_ Phase/Sector \_\_\_\_\_, I.E. \_\_\_\_\_, duly authorized to give this undertaking vide board resolution dated \_\_\_\_\_ (copy enclosed-in case of company only) do hereby solemnly affirm and declare as under:-

1. That plot No. \_\_\_\_\_ Phase/Sector \_\_\_\_\_ I.E. \_\_\_\_\_ was allotted/re-allotted by HSIIDC in the name of \_\_\_\_\_ vide Regular Letter of Allotment (RLA)/Re-allotment letter dated \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
2. That on my/our request, the HSIIDC had allowed Change in constitution from \_\_\_\_\_ to \_\_\_\_\_ vide letter dated \_\_\_\_\_ and I/we have complied with all the conditions of such change in constitution. (Ignore in case no change in constitution has taken place)
3. That on my/our request the HSIIDC had allowed Change of Project from \_\_\_\_\_ to \_\_\_\_\_ vide letter dated \_\_\_\_\_ and we have complied with all the conditions of such change of project. (Ignore in case no change of project has taken place)
4. That I/we have made complete payment towards full tentative cost of the plot including Enhanced cost, if any, maintenance/water/sewer charges and nothing is outstanding as on date and conveyance deed of the plot has already been executed in my/our favour on \_\_\_\_\_.
5. That the building constructed at site is as per approved building plans and we have also obtained OC vide letter dated \_\_\_\_\_. Further, we have not made any extra construction, alternation in the building after obtaining OC and there are no zoning violations of building bye-laws as on date. (if applicable)
6. That I/we have implemented the approved project of \_\_\_\_\_ on the plot within the stipulated period and have already submitted the supporting documents to HSIIDC & obtained Project Completion Certificate & Letter of Eligibility for Transfer from Estate Manager, HSIIDC, I.E \_\_\_\_\_ on \_\_\_\_\_ & \_\_\_\_\_ respectively. (if applicable)
7. That I/we have now sold the aforesaid plot to Sh./M/s \_\_\_\_\_ by way of transfer of entire share/shareholding of the original Partners/Directors&shareholders in favour of \_\_\_\_\_, for setting up a project of \_\_\_\_\_ and I/we have already received full consideration amount thereof.
8. That I/we have made a request to HSIIDC for transfer of plot on the prescribed application form and have no objection to HSIIDC transferring the allottee rights of the captioned plot in favor of new management. I/we also undertake to deposit the requisite transfer fee, any other charges as levied by HSIIDC for said change in management which is equivalent to transfer of plot and would comply with all other terms & conditions of provisional permission within the stipulated period.

9. That the provisional permission to transfer the plot by HSIIDC by way of change in management shall only be technical permission required as per terms of allotment and shall not absolve the deponent(s) from any other clearance required from any of the authorities under any other Act(s), whatsoever, and the HSIIDC shall in no way be responsible for any violation of any Act(s) applicable from time to time.

Place : \_\_\_\_\_

**Deponent(s)**

Dated: \_\_\_\_\_

**Verification :-**

I/we, the above named executant(s) do hereby further solemnly affirm and declare that the contents of my above affidavit are true and correct to my knowledge & belief and nothing has been concealed therein.

Verified at \_\_\_\_\_ on \_\_\_\_\_.

**Deponent(s)**

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 20/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

**Undertaking from the Purchaser**

I/we, \_\_\_\_\_ S/o \_\_\_\_\_,  
Partner(s)/Director(s) of M/s \_\_\_\_\_, having registered Office at \_\_\_\_\_ and duly authorized to give this undertaking vide board resolution dated \_\_\_\_\_ (copy enclosed - in case of company only) do hereby solemnly affirm and declare as under:-

1. That I/we have purchased Plot bearing no. \_\_\_\_\_ Phase/Sector \_\_\_\_\_ situated at HSIIDC, Indl. Estate \_\_\_\_\_, Distt. \_\_\_\_\_ from Mr./Mrs./M/s \_\_\_\_\_ by way of purchase of majority/entire share/shareholding of the original Partners/Directors & shareholders on \_\_\_\_\_, for setting up a project of \_\_\_\_\_.
2. That the project proposed to be setup on the captioned plot does not fall in the negative list and there will be no pollution from our unit proposed to be set up on the said plot i.e. \_\_\_\_\_ and we undertake to submit NOC from Haryana Pollution Control Board, before start of commercial production, if required.
3. That I/we undertake to export minimum 33% production as per the policy of HSIIDC as applicable to EPIP plots (Ignore if plot is outside EPIP Zone).
4. That I/we undertake to unconditionally pay the dues of the Corporation related to the previous period before transfer and also the future dues as and when demand is raised by the Corporation, without and dispute & delay.
5. That I/we undertake to comply with all the rules and regulations of HSIIDC as applicable on said plot from time to time including terms & conditions of provisional transfer, Industrial Policy of the State Government and Estate Management Procedures of HSIIDC, as amended from time to time.
6. That since the outgoing management had not completed the project as per the terms & conditions of allotment/EMP, I/we undertake to complete the project within the available balance stipulated period as per EMP, as amended from time to time (if applicable).
7. That I/we undertake that the plot would be used only for carrying out approved activity i.e. \_\_\_\_\_ and shall not be used for any non-permissible activity including showroom/godown/office etc.
8. That I/we undertake that the basement, if any, shall be used only for parking, storage & utilities and not for any other activity.
9. That I/we undertake to comply with the relevant building bye laws of HSIIDC as well as Town & Country Planning Department, Haryana and would not violate the same at any point of time. I/we further undertake that in case any increase in FAR is required at any stage, I/we would approach field office, HSIIDC who will consider my/our request for any such increase on merits and provisional permission to transfer in any way will not entitle me/us for any such increase in FAR.

Place : \_\_\_\_\_  
Dated: \_\_\_\_\_

**Executant(s)**

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 50/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

**INDEMNITY BOND**

(to be submitted by the allottee before issuance of PPL)

Know all men by these present that this Indemnity Bond is executed at \_\_\_\_\_ on \_\_\_\_\_ by S/Sh. \_\_\_\_\_ S/o \_\_\_\_\_, Resident of \_\_\_\_\_, aged \_\_\_\_\_ years, Partner(s)/Director(s) of M/s \_\_\_\_\_ (Herein called the executant(s)) of the one part in favour of Haryana State Industrial & Infrastructure Development Corporation Limited having its registered office at plot no C-13-14, Sector-6, Panchkula (hereinafter called "HSI IDC") of the Second part.

The expression of the above named parties shall mean and include their respective heirs, executors, administrators and legal representatives in office and assignees.

Whereas the executant(s) have applied to HSI IDC for provisional transfer of plot no. \_\_\_\_\_, Phase/Sector\_\_\_\_\_, Industrial Estate\_\_\_\_\_, by way of transfer of majority/entire share/shareholding of the original partners/shareholders of the allottee firm/company in favour of \_\_\_\_\_ and whereas the executant(s) do hereby undertake and has/have agreed to indemnify the HSI IDC and also make good losses, if any, suffered by the HSI IDC on account of the said transfer of share/shareholding.

Now the condition for the above written bond or obligation is such that the interest of the said HSI IDC, its successors and assigns and its legal representatives and its effects are and shall from time to time and at all times hereinafter be kept safe and saved, harmless and indemnified by the executant(s) against any claim arising out of said transfer and against all actions, losses, costs etc. whatsoever the said HSI IDC may suffer on account of the said transfer of share/shareholding.

This Indemnity Bond is hereby executed by me on the day, month and year first hereinafter mentioned in the presence of witnesses.

**WITNESSES WITH FULL ADDRESSES**

**SIGNATURE OF THE EXECUTANTS**

1. ....
2. ....

HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

(Format of Provisional Permission Letter (PPL) to be issued by the Estate Manager)

**Registered post**

No.HSIIDC:\_\_\_\_\_:

Dated:

M/s \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub.: Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, I.E. \_\_\_\_\_ - Provisional Transfer of entire share/shareholding of original partners/shareholders of the allottee firm/company, in favour of \_\_\_\_\_.

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, it is to inform you that taking into consideration the documents submitted by you, the Corporation is agreeable in principle to allow provisional transfer of majority/entire share/shareholding of original partners/shareholders in respect of captioned plot in favor of Mr./Mrs./M/s \_\_\_\_\_ for setting up a project of \_\_\_\_\_, subject to the following terms and conditions:

1. Payment of transfer fee @ Rs. \_\_\_\_\_/- per square meter alongwith interest @ 12% p.a. from the effective date of transfer i.e. \_\_\_\_\_ till the date of payment and applicable service tax.
2. The outgoing Partners/authorized director shall appear in person before Estate Manager, I.E. \_\_\_\_\_ to confirm the transaction of transfer of plot by way of affidavit alongwith photographs thereon duly attested by Magistrate 1<sup>st</sup> Class/Notary Public alongwith proof of identity i.e. Voter card, PAN card, Ration card, Passport etc.
3. The new management shall set up the unit and start commercial production on the plot within the permitted period (if applicable).
4. The new management is stepping into the shoes of the outgoing management and shall be bound by the terms and conditions governing the allotment of the plot.
5. The new management shall submit indemnity bond as per prescribed format.

6. Any other condition deemed appropriate by the Estate Manager, depending on nature of the case.

You are advised to comply with the above conditions within a period of 120 days from the date of issuance of this letter. This letter shall have no force unless the above conditions are complied within the aforesaid period.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

CC: \_\_\_\_\_ (Transferee),  
\_\_\_\_\_,  
\_\_\_\_\_.

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 20/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

**Affidavit from outgoing partners/authorized director for confirmation of transfer of share/shareholding and personal appearance before Estate Manager \_\_\_\_\_, HSIIDC**

I/we, \_\_\_\_\_ S/o \_\_\_\_\_,  
Partner(s)/authorized Director of M/s \_\_\_\_\_, having registered Office at \_\_\_\_\_, allottee of plot No. \_\_\_\_\_ Phase/Sector \_\_\_\_\_, I.E. \_\_\_\_\_, do hereby solemnly affirm and declare as under:-

1. That plot No. \_\_\_\_\_ Phase/Sector \_\_\_\_\_ I.E. \_\_\_\_\_ was allotted/transferred by HSIIDC in the name of M/s \_\_\_\_\_ vide Regular Letter of Allotment (RLA)/Final Transfer Letter (FTL) dated \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
2. That subsequently on my/our request, HSIIDC had allowed provisional transfer of aforesaid plot by way of transfer of majority/entire share/shareholding in favor of Mr./Mrs./M/s \_\_\_\_\_ r/o \_\_\_\_\_ vide provisional permission letter No. \_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
3. That total consideration of the aforesaid transaction of transfer of share/shareholding has been received by me/us and nothing is due against the new management towards sale consideration of aforesaid property.
4. That the three specimen signatures of the undersigned are given below duly attested by Notary Public/1<sup>st</sup> Class Executive Magistrate and I/we personally appear before the Estate Manager \_\_\_\_\_, HSIIDC and confirm that nothing is due against the new management and the management of the aforesaid plot may finally be transferred in the name of \_\_\_\_\_.

\_\_\_\_\_

Place : \_\_\_\_\_ Deponent  
Dated: \_\_\_\_\_

**Verification :-**

I/we, the above named deponent do hereby further solemnly affirm and declare that the contents of my above affidavit are true and correct to my knowledge & belief and nothing has been concealed therein.

Verified at \_\_\_\_\_ on \_\_\_\_\_.

Deponent

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 50/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

**INDEMNITY BOND**

(to be submitted by the transferee after issuance of PPL but before issuance of FPL)

Know all men by these present that this Indemnity Bond is executed at \_\_\_\_\_ on \_\_\_\_\_ by S/Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_, Resident of \_\_\_\_\_, aged \_\_\_\_\_ years, the Partner(s)/Authorized Director(s) of M/s \_\_\_\_\_ (Herein called the executant(s)) of the one part in favour of Haryana State Industrial & Infrastructure Development Corporation Limited having its registered office at plot no C-13-14, Sector-6, Panchkula (hereinafter called "HSI IDC") of the Second part.

The expression of the above named parties shall mean and include their respective heirs, executors, administrators and legal representatives in office and assignees.

Whereas provisional permission for change in management of plot no. \_\_\_\_\_, Phase/Sector \_\_\_\_\_, Industrial Estate \_\_\_\_\_ was allowed in favor of the executant(s) by HSI IDC vide provisional permission letter dated \_\_\_\_\_, subject to compliance of certain conditions. All the conditions of such permission dated \_\_\_\_\_ have been complied with and a request has been made to HSI IDC for issuance of final permission letter in favor of new management.

And whereas now the HSI IDC has agreed to issue final permission letter in respect of aforesaid plot in favor of new management on furnishing this Indemnity Bond and whereas the executant(s) do hereby undertake and has agreed to indemnify the HSI IDC and also make good losses, if any, suffered by the HSI IDC on account of the said permission.

Now the condition for the above written bond or obligation is such that the interest of the said HSI IDC, its successors and assigns and its legal representatives and its effects are and shall from time to time and at all times hereinafter be kept safe and saved, harmless and indemnified by the executant(s) against any claim arising out of said permission for change in management and against all actions, losses, costs etc. whatsoever the said HSI IDC may suffer on account of the said permission.

This Indemnity Bond is hereby executed by me on the day, month and year first hereinafter mentioned in the presence of witnesses.

**WITNESSES WITH FULL ADDRESSES**

**SIGNATURE OF THE EXECUTANTS**

1. ....
2. ....



**HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

**Registered post**

No.HSIIDC:\_\_\_\_\_:

Dated:

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sub: Plot No. \_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, I.E.\_\_\_\_\_ - Final Permission Letter for transfer of majority/entire share/shareholding of original partners/shareholders of the allottee firm/company, in favour of \_\_\_\_\_.**

Dear Sirs,

WHEREAS an Industrial/Plot/shed bearing No.\_\_\_\_\_, in Phase\_\_\_, Sector-\_\_\_ cluster\_\_\_\_\_, Industrial Estate/IMT \_\_\_\_\_ was allotted/transferred by the HSIIDC in the name of Mr./Mrs./ M/s. \_\_\_\_\_, vide Regular Letter of Allotment/Re-Allotment Letter No\_\_\_\_\_ dated \_\_\_\_\_(hereinafter referred to as the original allottee/transferor allottee).

AND WHEREAS vide letter dated \_\_\_\_\_ the outgoing management requested HSIIDC for grant of permission to transfer the majority/entire share/shareholding of original partners/shareholders of the allottee firm/company, in favour of \_\_\_\_\_ for setting up project of \_\_\_\_\_.

AND WHEREAS the HSIIDC acceded to the request of the outgoing management and agreed to allow the transfer the majority/entire share/shareholding of original partners/shareholders of the allottee firm/company vide letter No. HSIIDC: Estate: \_\_\_\_\_ dated \_\_\_\_\_ in favour of Mr./Mrs./M/s. \_\_\_\_\_), (hereinafter called the Transferee Allottee) for setting up the project of \_\_\_\_\_ on the terms and conditions contained in the said letter.

NOW, THEREFORE, as a sequel to the aforesaid permission of the corporation and compliance of attendant terms & conditions, this final permission letter hereby confirms the change of majority/entire share/shareholding of original partners/shareholders of the allottee firm/company, in favour of \_\_\_\_\_ in the records of the Corporation.

Thanking you,

Yours truly,  
For; Haryana State Indl. & Infra. Dev. Corpn. Ltd.

**Estate Manager**

**Application form for transfer of plot in favour of legal heir(s) consequent to death of the allottee**

The Estate Manager,  
HSIIDC Ltd.,  
\_\_\_\_\_.

**Sub:-** Application for transfer of plot no. \_\_\_\_\_, Phase/Sector\_\_\_\_\_, I.E. \_\_\_\_\_ measuring \_\_\_\_\_ square meters in favour of legal heir(s) for setting up a project of \_\_\_\_\_.

Dear Sir,

1. That Late Sh./Smt.\_\_\_\_\_ S/D/W/o Sh./Smt.\_\_\_\_\_ resident of \_\_\_\_\_, who was the allottee of the captioned industrial Plot died on \_\_\_\_\_ (copy of death certificate enclosed).
2. That he/she has left behind only the following legal heirs :-
  - (a)
  - (b)
  - (c)
3. That as per the WILL/family settlement, the allottee rights of the captioned plot be transferred in favour of \_\_\_\_\_.
4. That the other legal heirs namely Sh/Smt.\_\_\_\_\_ have no objection to the aforesaid transfer of plot.

You are requested to kindly allow the aforesaid transfer and I/we are ready to comply with the requisite conditions for the same and pay applicable transfer charges and dues of the Corporation, if any, outstanding against the captioned plot.

Thanking you,

Your's Sincerely,

Sign. \_\_\_\_\_  
:  
Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Email ID \_\_\_\_\_

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS.20/- TO BE PURCHASED IN THE NAME OF THE EXECUTANTS AND THE SIGNATURES ON THE SAME SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/1<sup>ST</sup> CLASS MAGISTRATE. PHOTOGRAPH OF THE EXECUTANTS SHOULD ALSO BE PASTED ON THE UNDERTAKING WITH SIGNATURES ON THE SAME.

**AFFIDAVIT-CUM-NOC FROM LEGAL HEIRS**

To

The Estate Manager,  
HSIIDC Ltd.

\_\_\_\_\_.

I/We\_\_\_\_\_ (names of Class-I legal heirs including children, parents etc. with their complete addresses and age) do hereby solemnly affirm and declare as under :-

1. That Late Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_ resident of \_\_\_\_\_, who was the allottee of industrial Plot No. \_\_\_\_\_, Phase/Sector \_\_\_\_\_, I.E. \_\_\_\_\_, died on \_\_\_\_\_ .
2. That he has left behind only the following legal heirs :-
  - (a)
  - (b)
  - (c)
3. That we have no objection if the captioned plot is transferred in the individual name of Sh/Smt. \_\_\_\_\_ w/o,s/o,d/o Late Sh. \_\_\_\_\_.
4. That we hereby undertake that we and our respective heirs, executors, administrators and legal representatives in office and assigns, shall not claim any right, interest etc., whatsoever in future and relinquish all our rights, interest etc. in the said industrial plot in favour of Sh. \_\_\_\_\_.

**Witness with full name & address**

**DEPONENT(s)**

- 1.
- 2.

**VERIFICATION**

We, the above named deponents do hereby further solemnly affirm and declare that the contents of our above undertaking are true and correct to our knowledge and nothing has been concealed therein.

Verified at \_\_\_\_\_ on \_\_\_\_\_

**DEPONENT(s)**

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS.50/- TO BE PURCHASED IN THE NAME OF THE EXECUTANT AND THE SIGNATURES ON THE SAME SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/1<sup>ST</sup> CLASS MAGISTRATE. PHOTOGRAPH OF THE EXECUTANT SHOULD ALSO BE PASTED ON THE INDEMNITY BOND WITH SIGNATURES ON THE SAME.

**INDEMNITY BOND**

Know all men by these presents that this Indemnity Bond is executed at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_ by Shri/Smt. \_\_\_\_\_ S/o / W/o / D/o \_\_\_\_\_, resident of \_\_\_\_\_ aged \_\_\_\_\_ years (hereinafter called 'the executant') of the one part in favour of Haryana State Industrial & Infrastructure Development Corporation Limited having its Registered Office at C-13/14, Sector-6, Panchkula (hereinafter called 'HSI IDC') of the second part.

The expression of the above named parties shall mean and include their respective heirs, executors, administrators and legal representatives in office and assigns.

Whereas the executant's father/husband/wife Late Shri \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_, allottee of Plot No. \_\_\_\_\_, Sector- \_\_\_\_\_, I.E. \_\_\_\_\_, died on \_\_\_\_\_ and whereas the executant and \_\_\_\_\_ (details of all the Class-I legal heirs including children, mother etc. to be given) are the only legal heirs of Late Shri/Smt. \_\_\_\_\_, allottee and

whereas the other legal heirs of Late Shri/Smt. \_\_\_\_\_, allottee, have given an undertaking dated \_\_\_\_\_ to HSI IDC to the effect that they have no objection if the above said plot is transferred in the individual name of \_\_\_\_\_.

And whereas the executant requested the HSI IDC to transfer the said plot in the name of executant as a legal heir.

Now the HSI IDC has agreed to transfer the said plot on furnishing this Indemnity Bond and whereas the executant do hereby undertake and has agreed to indemnify the HSI IDC and also make good losses, if any, suffered by the HSI IDC on account of the said transfer.

Now the condition for the above written bond or obligation is such that the interest of the said HSI IDC, its successors and assigns and its legal representatives and its effects are and shall from time to time and at all times hereinafter be kept safe and saved, harmless and indemnified by the executant against any claim arising out of said transfer and against all actions, losses, costs etc. whatsoever the said HSI IDC may suffer on account of the said transfer.

This Indemnity Bond is hereby executed by me on the day, month and year first hereinafter mentioned in the presence of witnesses.

**WITNESSES WITH FULL ADDRESSES**

**SIGNATURE OF THE EXECUTANT**

- 1. ....
- 2. ....

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 20/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

**Undertaking from the Transferee**

I/we, \_\_\_\_\_ W/o / S/o / D/o Late  
Sh./Smt. \_\_\_\_\_, R/o \_\_\_\_\_ do hereby solemnly affirm  
and declare as under:-

1. That Plot bearing no. \_\_\_\_\_ Phase/Sector \_\_\_\_\_ situated at HSIIDC, Indl. Estate \_\_\_\_\_, Distt. \_\_\_\_\_ was allotted in favour of my \_\_\_\_\_ Sh./Smt. \_\_\_\_\_ by HSIIDC vide Regular Letter of Allotment/Re-allotment Letter dated \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
2. That my \_\_\_\_\_, allottee of aforesaid plot has expired on \_\_\_\_\_ leaving behind only the following legal heirs:
  - i)
  - ii)
  - iii)
3. That a request has been made for transfer of aforesaid plot in the name of the executant(s), for which the other legal heirs of late Sh./Smt. \_\_\_\_\_ have submitted an undertaking dated \_\_\_\_\_ to HSIIDC.
4. That I/we undertake to unconditionally pay the dues of the Corporation related to the previous period before transfer and also the future dues as and when demand is raised by the Corporation, without and dispute & delay.
5. That the project proposed to be setup on the captioned plot does not fall in the restrictive list and there will be no pollution from my/our unit proposed to be set up on the said plot i.e. \_\_\_\_\_ and we undertake to submit NOC from Haryana Pollution Control Board, before start of commercial production, if required.
6. That I/we undertake to export minimum 33% production as per the policy of HSIIDC as applicable to EPIP plots (Ignore if plot is outside EPIP Zone).
7. That I/we undertake to comply with all the rules and regulations of HSIIDC as applicable on said plot from time to time including terms & conditions of provisional transfer, Industrial Policy of the State Government and Estate Management Procedures of HSIIDC, as amended from time to time.
8. That I/we undertake that the plot would be used only for carrying out approved industrial activity i.e. \_\_\_\_\_ and shall not be used for any non-permissible activity including showroom/godown/office etc.
9. That I/we undertake that the basement, if any, shall be used only for parking, storage & utilities and not for any other activity.

10. That I/we undertake to comply with the relevant building bye laws of HSIIDC as well as Town & Country Planning Department, Haryana and would not violate the same at any point of time. I/we further undertake that in case any increase in FAR is required at any stage, I/we would approach field office, HSIIDC who will consider my/our request for any such increase on merits and provisional permission to transfer in any way will not entitle me/us for any such increase in FAR.
11. That the provisional permission to transfer the plot by HSIIDC shall only be technical permission required as per terms of allotment and shall not absolve the executant(s) from any other clearance required from any of the authorities under any other Act(s), whatsoever, and the HSIIDC shall in no way be responsible for any violation of any Act(s) applicable from time to time.
12. That I/we shall implement the approved project on the captioned plot within the stipulated period.

Place : \_\_\_\_\_  
Dated: \_\_\_\_\_

**Executant(s)**

HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

(Format of Provisional Transfer Letter (PTL) to be issued by the Estate Manager)

**Registered post**

No.HSIIDC:\_\_\_\_\_:

Dated:

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub.: Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, I.E. \_\_\_\_\_ - Provisional Transfer of plot in favour of \_\_\_\_\_, legal heir(s) of the deceased allottee.

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, it is to inform you that taking into consideration the documents submitted by you, the Corporation is agreeable in principle to allow provisional transfer of plot in favor of Mr./Mrs./M/s \_\_\_\_\_ for setting up a project of \_\_\_\_\_, subject to the following terms and conditions:

1. Execution of agreement on transfer by the proposed transferee.
2. Payment of processing fee of Rs. \_\_\_\_\_/- , if not already paid.
3. The legal heirs relinquishing their right in favour of the proposed transferee shall appear in person before Estate Manager, I.E. \_\_\_\_\_ to confirm the transaction of transfer of plot by way of affidavit along with photographs thereon duly attested by Magistrate 1<sup>st</sup> Class/Notary Public along with proof of identity i.e. Voter card, PAN card, Ration card, Passport etc.
4. Submission of Original Regular Letter of Allotment and Original Letter of Change in Constitution, if any.
5. Any other condition deemed appropriate by the Estate Manager, depending on nature of the case.

You are advised to comply with the above conditions within a period of 120 days from the date of issuance of this letter. This letter shall have no force unless the above conditions are complied within the aforesaid period.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

**Application form for transfer of plot in favour of auction purchaser in case of bank/FI takeover**

The Estate Manager,  
HSI IDC Ltd.,  
\_\_\_\_\_.

Sub:- Application for transfer of plot no. \_\_\_\_\_, Phase/Sector\_\_\_\_\_, I.E. \_\_\_\_\_ measuring \_\_\_\_\_ square meters in favour of \_\_\_\_\_ for setting up a project of \_\_\_\_\_.

Dear Sir,

1. That plot No.\_\_\_\_\_ Phase/Sector\_\_\_\_\_ I.E.\_\_\_\_\_ was allotted/transferred by HSI IDC in the name of Sh/.Smt/M/s \_\_\_\_\_ vide Regular Letter of Allotment (RLA)/Final Transfer Letter (FTL) dated \_\_\_\_\_ for setting up a project of \_\_\_\_\_.
2. That the plot was mortgaged by the aforesaid allottee to M/s \_\_\_\_\_ (Name of the Bank/FI), which was taken over by the said bank/FI on account of default in repayment of loan.
3. That the aforesaid bank/FI had auctioned the plot, which has been purchased by me/us. The total sale consideration of the aforesaid transaction of sale has been paid to the aforesaid bank/FI, which has duly issued the sale certificate/executed the sale deed in my/our favour.
4. That I intend to utilize this plot for setting up a project of \_\_\_\_\_.

You are requested to kindly allow the aforesaid transfer and I/we are ready to comply with the requisite conditions for the same and pay applicable transfer charges and dues of the Corporation, if any, outstanding against the captioned plot.

Thanking you,

Your's Sincerely,

Sign. : \_\_\_\_\_  
Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Email ID



TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 20/- TO BE PURCHASED IN THE NAME OF INDIVIDUAL ALLOTTEE/FIRM/COMPANY (as the case may be) AND SIGNATURES SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE AND PHOTOGRAPH OF THE DEPONENT(S) SHOULD ALSO BE PASTED AND ATTESTED FROM NOTARY PUBLIC/FIRST CLASS MAGISTRATE

**Undertaking from the Purchaser**

I/we, \_\_\_\_\_ S/o \_\_\_\_\_,  
Prop./Partner(s)/Director(s) of M/s \_\_\_\_\_, having registered Office at \_\_\_\_\_ and duly authorized to give this undertaking vide board resolution dated \_\_\_\_\_ (copy enclosed - in case of company only) do hereby solemnly affirm and declare as under:-

1. That I/we have purchased Plot bearing no. \_\_\_\_\_ Phase/Sector \_\_\_\_\_ situated at HSIIDC, Indl. Estate \_\_\_\_\_, Distt. \_\_\_\_\_ in auction from M/s \_\_\_\_\_ (name of the Bank/FI) vide sale certificate dated \_\_\_\_\_ / sale deed dated \_\_\_\_\_, for setting up a project of \_\_\_\_\_.
2. That the project proposed to be setup on the captioned plot does not fall in the restrictive list and there will be no pollution from my/our unit proposed to be set up on the said plot i.e. \_\_\_\_\_ and we undertake to submit NOC from Haryana Pollution Control Board, before start of commercial production, if required.
3. That I/we undertake to export minimum 33% production as per the policy of HSIIDC as applicable to EPIP plots (Ignore if plot is outside EPIP Zone).
4. That I/we undertake to unconditionally pay the dues of the Corporation related to the previous period before transfer and also the future dues as and when demand is raised by the Corporation, without and dispute & delay.
5. That I/we undertake to comply with all the rules and regulations of HSIIDC as applicable on said plot from time to time including terms & conditions of provisional transfer, Industrial Policy of the State Government and Estate Management Procedures of HSIIDC, as amended from time to time.
6. That I/we undertake that the plot would be used only for carrying out approved activity i.e. \_\_\_\_\_ and shall not be used for any non-permissible activity including showroom/godown/office etc.
7. That I/we undertake that the basement, if any, shall be used only for parking, storage & utilities and not for any other activity.
8. That I/we undertake to comply with the relevant building bye laws of HSIIDC as well as Town & Country Planning Department, Haryana and would not violate the same at any point of time. I/we further undertake that in case any increase in FAR is required at any stage, I/we would approach field office, HSIIDC who will consider my/our request for any such increase on merits and provisional permission to transfer in any way will not entitle me/us for any such increase in FAR.

9. That the provisional permission to transfer the plot by HSIIDC shall only be technical permission required as per terms of allotment and shall not absolve the executant(s) from any other clearance required from any of the authorities under any other Act(s), whatsoever, and the HSIIDC shall in no way be responsible for any violation of any Act(s) applicable from time to time.
10. That I/we shall implement the approved project on the captioned plot within permissible period.

Place : \_\_\_\_\_  
Dated: \_\_\_\_\_

**Executant(s)**

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS.50/- TO BE PURCHASED IN THE NAME OF THE EXECUTANT AND THE SIGNATURES ON THE SAME SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/1<sup>ST</sup> CLASS MAGISTRATE. PHOTOGRAPH OF THE EXECUTANT SHOULD ALSO BE PASTED ON THE INDEMNITY BOND WITH SIGNATURES ON THE SAME.

**INDEMNITY BOND**

Know all men by these presents that this Indemnity Bond is executed at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_ by Shri/Smt. \_\_\_\_\_ S/o / W/o / D/o \_\_\_\_\_, resident of \_\_\_\_\_ aged \_\_\_\_\_ years (hereinafter called 'the executant') of the one part in favour of Haryana State Industrial & Infrastructure Development Corporation Limited having its Registered Office at C-13/14, Sector-6, Panchkula (hereinafter called 'HSIIDC') of the second part.

The expression of the above named parties shall mean and include their respective heirs, executors, administrators and legal representatives in office and assigns.

Whereas the executant has purchased Plot bearing no. \_\_\_\_\_ Phase/Sector \_\_\_\_\_ situated at HSIIDC, Indl. Estate \_\_\_\_\_, Distt. \_\_\_\_\_ in auction from M/s \_\_\_\_\_ (name of the Bank/FI) vide sale certificate dated \_\_\_\_\_ / sale deed dated \_\_\_\_\_, for setting up a project of \_\_\_\_\_.

And whereas the executant requested the HSIIDC to transfer the said plot in the name of executant.

Now the HSIIDC has agreed to transfer the said plot on furnishing this Indemnity Bond and whereas the executant do hereby undertake and has agreed to indemnify the HSIIDC and also make good losses, if any, suffered by the HSIIDC on account of the said transfer.

Now the condition for the above written bond or obligation is such that the interest of the said HSIIDC, its successors and assigns and its legal representatives and its effects are and shall from time to time and at all times hereinafter be kept safe and saved, harmless and indemnified by the executant against any claim arising out of said transfer and against all actions, losses, costs etc. whatsoever the said HSIIDC may suffer on account of the said transfer.

This Indemnity Bond is hereby executed by me on the day, month and year first hereinafter mentioned in the presence of witnesses.

**WITNESSES WITH FULL ADDRESSES**

**SIGNATURE OF THE EXECUTANT**

1. ....
2. ....

**HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

(Format of Provisional Transfer Letter (PTL) to be issued by the Estate Manager)

**Registered post**

No.HSIIDC:\_\_\_\_\_:

Dated:

M/s \_\_\_\_\_

\_\_\_\_\_

**Sub.:** Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, I.E. \_\_\_\_\_ - Provisional Transfer of plot in favour of \_\_\_\_\_, the auction purchaser.

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, it is to inform you that taking into consideration the documents submitted by you, the Corporation is agreeable in principle to allow provisional transfer of plot in favor of Mr./Mrs./M/s \_\_\_\_\_ for setting up a project of \_\_\_\_\_, subject to the following terms and conditions:

1. Execution of agreement on transfer by the proposed transferee.
2. Payment of processing fee of Rs. \_\_\_\_\_/- , if not already paid.
3. Submission of Original Regular Letter of Allotment and Original Letter of Change in Constitution, if any.
4. Submission of certified copy of sale deed, if not already submitted.
5. Any other condition deemed appropriate by the Estate Manager, depending on nature of the case.

You are advised to comply with the above conditions within a period of 120 days from the date of issuance of this letter. This letter shall have no force unless the above conditions are complied within the aforesaid period.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

CC: \_\_\_\_\_ Bank/Fl

## CHAPTER-I

### **Issuance of No objection certificate/Duplicate allotment/re-allotment letter**

In case an allottee misplaces the allotment letter/any other document issued by the Corporation and intends to obtain duplicate/certified copy of the same or intends to obtain any no objection certificate for any service from any other authority, he/she/it can apply for the same to the concerned Estate Manager on plain paper/letter head as per prescribed format, along with supporting documents.

The Estate Manager shall examine the request of the allottee and convey his decision /issue requisite document / no objection certificate within a period of twenty days of receipt of request with supporting documents.

#### **Documents required to be submitted:**

##### **A. For No Objection Certificate:**

- i. Request from the allottee on letter head/plain paper as per prescribed format as per Annexure-I-1.

##### **B. For Duplicate allotment/re-allotment letter or any other document:**

- i. Request from the allottee on letter head/plain paper as per prescribed format as per Annexure-I-2.
- ii. Copy of FIR/DDR reporting loss/misplacement of required document.
- iii. Copy of public notice published in two newspapers (one Hindi & one English) reporting loss/misplacement of required document.
- iv. Indemnity bond in favour of the Corporation as per Annexure-I- 3.

(Application for No objection certificate)

Annexure-I-1

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

Estate Manager  
HSI IDC Ltd.

\_\_\_\_\_.

Sub.: Request for No objection certificate in respect of Plot No.\_\_\_\_\_,  
Sector\_\_\_\_\_, Phase\_\_\_\_\_,\_\_\_\_\_, \_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted / re-allotted by HSI IDC in favour of \_\_\_\_\_  
\_\_\_\_\_ vide Regular Letter of Allotment / Re-allotment letter  
No.\_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of\_\_\_\_\_.
2. I have applied for \_\_\_\_\_ (name of the service) with \_\_\_\_\_  
\_\_\_\_\_ (name of the authority), for which a 'No objection certificate'  
is required from the HSI IDC.

I have been duly authorized to submit this request to the HSI IDC. You are requested  
to please issue the same & oblige. I further undertake that the said NoC shall not be used for  
any other purpose.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

(Application for Duplicate allotment/re-allotment letter)

Annexure-I-2

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

Estate Manager  
HSI IDC Ltd.

\_\_\_\_\_.

Sub.: Request for Duplicate allotment/re-allotment letter in respect of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, Cluster\_\_\_\_\_, IE\_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted / re-allotted by HSI IDC in favour of \_\_\_\_\_ vide Regular Letter of Allotment / Re-allotment letter No.\_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of\_\_\_\_\_.
2. That aforesaid Regular Letter of Allotment / Re-allotment letter has been lost/misplaced and is not traceable despite best efforts and I/we have lodged a FIR/DDR in respect of the same.

I have been duly authorized to submit this request to the HSI IDC. You are requested to please issue duplicate regular letter of allotment / re-allotment letter & oblige.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

Enclosures:-

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS.50/- TO BE PURCHASED IN THE NAME OF THE EXECUTANT AND THE SIGNATURES ON THE SAME SHOULD BE GOT ATTESTED FROM NOTARY PUBLIC/1<sup>ST</sup> CLASS MAGISTRATE. PHOTOGRAPH OF THE EXECUTANT SHOULD ALSO BE PASTED ON THE INDEMNITY BOND WITH SIGNATURES ON THE SAME.

**INDEMNITY BOND**

Know all men by these presents that this Indemnity Bond is executed at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_ by Shri/Smt. \_\_\_\_\_ S/o / W/o / D/o \_\_\_\_\_, resident of \_\_\_\_\_ aged \_\_\_\_\_ years (hereinafter called 'the executant') of the one part in favour of Haryana State Industrial & Infrastructure Development Corporation Limited having its Registered Office at C-13/14, Sector-6, Panchkula (hereinafter called 'HSIIDC') of the second part.

The expression of the above named parties shall mean and include their respective heirs, executors, administrators and legal representatives in office and assigns.

\*Whereas the executant had been allotted an industrial plot/shed No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, Cluster \_\_\_\_\_, IE/IMT \_\_\_\_\_ by the HSIIDC vide Regular Letter of Allotment / Re-allotment Letter No. \_\_\_\_\_ dated \_\_\_\_\_.

\*Whereas the executant, being duly authorized, has been executing this indemnity bond on behalf of \_\_\_\_\_ (name of the allottee), who had been allotted an industrial plot/shed No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, Cluster \_\_\_\_\_, IE/IMT \_\_\_\_\_ by the HSIIDC vide Regular Letter of Allotment / Re-allotment Letter No. \_\_\_\_\_ dated \_\_\_\_\_.

\* Delete whichever is not applicable.

whereas the aforesaid Regular Letter of Allotment / Re-allotment Letter had been lost/misplaced and is not traceable despite best efforts and a FIR/DDR in respect of the same had been lodged with \_\_\_\_\_ (name of the police station).

And whereas the executant has requested the HSIIDC to issue duplicate Regular Letter of Allotment / Re-allotment Letter.

Now the HSIIDC has agreed to issue a certified true copy of the Regular Letter of Allotment / Re-allotment Letter on furnishing this Indemnity Bond and whereas the executant do hereby undertake and has agreed to indemnify the HSIIDC and also make good losses, if any, suffered by the HSIIDC on account of issuance of the said duplicate Regular Letter of Allotment / Re-allotment Letter.

Now the condition for the above written bond or obligation is such that the interest of the said HSIIDC, its successors and assigns and its legal representatives and its effects are and shall from time to time and at all times hereinafter be kept safe and saved, harmless and indemnified by the executant against any claim arising out of issuance of the said duplicate Regular Letter of Allotment / Re-allotment Letter and against all actions, losses, costs etc. whatsoever the said HSIIDC may suffer on account of the issuance of the said duplicate Regular Letter of Allotment / Re-allotment Letter.

This Indemnity Bond is hereby executed by me on the day, month and year first hereinafter mentioned in the presence of witnesses.

**WITNESSES WITH FULL ADDRESSES**

**SIGNATURE OF THE EXECUTANT**

1. ....
2. ....



**HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA  
Phone : 0172-2590481-83, Fax: 91 (172) 2590474  
Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>  
CIN No:U29199HR1967SGC034545

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Request for Duplicate allotment/re-allotment letter in respect of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, Cluster\_\_\_\_\_, IE\_\_\_\_\_.**

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, a duplicate copy of allotment/re-allotment letter No.\_\_\_\_\_ dated \_\_\_\_\_ is attached herewith:

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Authorized signatory**

**Encl: As above.**

## CHAPTER-J

### Issuance of an Attested Copy of any document

In case an allottee intends to obtain an attested copy of any document pertaining to his/her/its plot/shed, he/she/it can apply for the same to the concerned Estate Manager on plain paper/letter head in the prescribed format as per Annexure-J-I.

The Estate Manager shall examine the request of the allottee and convey his decision /issue requisite document within a period of three days of receipt of request from the allottee.

(Application for obtaining Attested Copy of documents)

Annexure-J-I

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

Estate Manager  
HSI IDC Ltd.

\_\_\_\_\_.

Sub.: Request for providing attested copy of the documents in respect of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted / re-allotted by HSI IDC in favour of \_\_\_\_\_ vide Regular Letter of Allotment / Re-allotment letter No.\_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of\_\_\_\_\_.
2. I/we need attested copies of the following documents pertaining to the aforesaid plot:
  - i.
  - ii.
  - iii.
  - iv.
  - v.

I have been duly authorized to submit this request to the HSI IDC. You are requested to please issue the same & oblige.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

**HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
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CIN No:U29199HR1967SGC034545

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub.: Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, I.E. \_\_\_\_\_ - Request for providing attested copy of the documents**

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, the attested copy of following documents in respect of the captioned plot is attached herewith:

- i.
- ii.
- iii.
- iv.
- v.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Authorized signatory**

**Encl: As above.**

## CHAPTER-K

### Issuance of No Dues Certificate

In case an allottee after making full payment towards price of the plot including enhanced cost, if any, and other dues, intends to obtain no dues certificate pertaining to his/her/its plot/shed, he/she/it can apply for the same to the concerned Estate Manager on plain paper/letter head in the prescribed format as per Annexure- K-I.

The Estate Manager shall examine the request of the allottee and convey his decision /issue no dues certificate as per Annexure-K-II within a period of fifteen days of receipt of request from the allottee.

(Application for No Dues Certificate)

Annexure-K-I

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

Estate Manager  
HSI IDC Ltd.

\_\_\_\_\_.

Sub.: Request for issuance of No Dues Certificate in respect of Plot No.\_\_\_\_\_,  
Sector\_\_\_\_\_, Phase\_\_\_\_\_, Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted / re-allotted by HSI IDC in favour of \_\_\_\_\_  
\_\_\_\_\_ vide Regular Letter of Allotment / Re-allotment letter  
No.\_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of \_\_\_\_\_  
\_\_\_\_\_.
2. I/we have already paid the full cost of the plot and other dues of the HSI IDC  
including enhanced cost and nothing is outstanding there against as on date as per  
my/our record.

I have been duly authorized to submit this request to the HSI IDC. You are requested  
to please issue No Dues Certificate & oblige.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

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CIN No:U29199HR1967SGC034545

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub.: Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, I.E. \_\_\_\_\_ No dues certificate.**

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, it is to inform you that dues in respect of the captioned plot demanded till date have been paid and nothing is due as on date. However, future dues, if any, shall be payable as and when demanded.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

## CHAPTER-L

### Issuance of Plinth Level Certificate

As per provisions of EMP-2015, the allottee can get the building plans certified from a Registered Architect and shall submit a copy of the same in the office of concerned DTP/STP, HSIIDC before start of construction activity. Since the requirement of prior approval of building plans from the Corporation has been dispensed with under EMP-2015, the allottees are expected to obtain plinth level certificate from the office of concerned DTP/STP, HSIIDC.

After raising the construction up to the DPC level, the allottee shall apply for issuance of plinth level certificate to the concerned DTP/STP, HSIIDC on plain paper/letter head in the prescribed format as per Annexure- L-I.

The concerned DTP/STP shall examine the request of the allottee and convey his decision /issue plinth level certificate within a period of seven days of receipt of request from the allottee, after following the due procedure.



(Application for Plinth Level Certificate)

Annexure-L-I

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

Manager(IA)/SM(IA)/AGM(IA)/DGM(IA)  
HSIIDC Ltd.

\_\_\_\_\_.

Sub.: Request for issuance of Plinth Level Certificate in respect of Plot No.\_\_\_\_\_,  
Sector\_\_\_\_\_, Phase\_\_\_\_\_, Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted / re-allotted by HSIIDC in favour of \_\_\_\_\_  
\_\_\_\_\_ vide Regular Letter of Allotment / Re-allotment letter  
No.\_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of \_\_\_\_\_  
\_\_\_\_\_.
2. I/we have got the building plans approved / certified from \_\_\_\_\_  
\_\_\_\_\_ and have already submitted a copy of the same in your office on  
\_\_\_\_\_.
3. I/we have started construction of the building as per the approved / certified  
building plans and have achieved the DPC Level.

I have been duly authorized to submit this request to the HSIIDC. You are requested  
to please check the same and issue Plinth Level Certificate & oblige.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

**HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
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CIN No:U29199HR1967SGC034545

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\_\_\_\_\_

**Sub.:** Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, I.E. \_\_\_\_\_ Plinth  
Level/DPC certificate.

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. After site inspection by the concerned Field staff, it has been reported that the setbacks of the above plot till date are OK and are as per approved building plan. Hence the Plinth level/DPC certificate is hereby issued.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Manager(IA)/SM(IA)/AGM(IA)/DGM(IA)**

**CC to: Estate Manager,  
HSIIDC,**

\_\_\_\_\_

## CHAPTER-M

### Change of Plot

The allocation of plot number is normally done through draw of lots. However, in case of any impediments, the allottee can request for change of plot in the prescribed format (Annexure-M-I) which shall be considered by the Corporation, subject to feasibility. In case the request is approved, decision shall be conveyed as per Annexure M-II within 30 working days. In case, the request is not considered, the decision shall be conveyed within 30 days.

(Application for Change of plot)

Annexure-M-I

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

Estate Manager,  
HSIIDC Ltd.

\_\_\_\_\_.

Sub.: Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, Cluster\_\_\_\_\_,  
IE/IMT\_\_\_\_\_ - request for change of plot.

Sir / Madam,

1. The captioned plot was allotted by HSIIDC in favour of \_\_\_\_\_  
\_\_\_\_\_ vide Regular Letter of Allotment No.\_\_\_\_\_ dated \_\_\_\_\_  
for setting up a project of \_\_\_\_\_  
\_\_\_\_\_.

2. The said plot is not suitable for our project due to the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Kindly change the plot to some other plot.

I have been duly authorized to submit this request to the HSIIDC.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

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CIN No:U29199HR1967SGC034545

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub.: Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, I.E. \_\_\_\_\_ - change of plot.

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, it is to inform you that your request has been considered and acceded to. The allotment of plot made in your favour stands changed to Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, I.E. \_\_\_\_\_ measuring \_\_\_\_\_ sqm.

All other terms and conditions of allotment shall remain unchanged.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Authorized signatory**

## CHAPTER-N

### Change of name

In case there is any change in the name of the allottee, status of the allottee remaining unchanged, such change the name can be got recorded with the Corporation by submitting an application in prescribed performa alongwith supporting documents.

The concerned Estate Manager shall examine the request of the allottee and convey his decision /confirmation of recording change in name within fourteen (14) working days.

#### **Documents required to be submitted:**

- 1. In case of Individual/HUF:**
  - i. Request from the allottee as per prescribed format (Annexure-N-I)
  - ii. Copy of public notice issued in two leading newspapers.
  
- 2. In case of Partnership Firm/Trust:**
  - i. Request from the authorized partner on letter head/plain paper as per prescribed format (Annexure-N-I).
  - ii. Certified copy of revised partnership deed.
  - iii. Self certificate duly signed by all the partners that there are no changes in the partners since the date of allotment/previous approval by the Corporation till date.
  - iv. Copy of certificate issued by Registrar of Firms upon change of name.
  
- 3. In case of Company/LLP:**
  - i. Request from the authorized person on letter head of the company as per prescribed format (Annexure- N-I).
  - ii. Certified copy of fresh certificate of incorporation issued by Registrar of Companies.
  - iii. Certified copy of revised partnership deed (in case of LLP)
  - iv. Self / CA Certificate indicating the details of authorized & paid up capital, names of shareholders, No. of shares held by each shareholder and details of directors of the company at the time of allotment and all subsequent changes therein from time to time (date-wise) till date

(Application for recording change of name)

Annexure-N-I

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

Estate Manager,  
HSI IDC Ltd.

\_\_\_\_\_.

Sub.: Request for recording change of the name of allottee in respect of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted / re-allotted by HSI IDC in favour of \_\_\_\_\_ vide Regular Letter of Allotment / Re-allotment letter No.\_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of\_\_\_\_\_.
2. The name of the allottee has been changed from Mr./Mrs./M/s\_\_\_\_\_ to Mr./Mrs./M/s\_\_\_\_\_.
3. I/we have been duly authorized to make a request to HSI IDC for recording the aforesaid change in name.

You are requested to record the change in name of allottee in respect of the captioned plot. Requisite documents are enclosed herewith.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

Encl: As above.

**HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
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CIN No:U29199HR1967SGC034545

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub.: Request for recording change of the name of allottee in respect of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_, Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.**

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, it is to inform you that taking into consideration, the information/documents provided by you, the change in name of the allottee of captioned plot to Mr/Mrs./M/s\_\_\_\_\_ has been recorded with the Corporation.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**



## CHAPTER-O

### Surrender of plot

The allottee can surrender the plot to the Corporation as per the provisions of EMP-2015. The request for surrender of plot shall be made by submitting an application in prescribed performa alongwith supporting documents and bank details for transfer of the payment refundable upon surrender.

On receipt of requisite application and supporting documents, the Corporation shall process the request for surrender and refund the payment within 30 working days.

#### **Documents required to be submitted:**

- i. Request from the allottee as per prescribed format (Annexure- O-I)
- ii. Original RLA.
- iii. Details of payment remitted to HSIIDC towards the plot.
- iv. Bank details for refund (name of the account holder, Account number, bank, IFSC Code, branch address).

(Application for surrender of plot)

Annexure-O-I

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

Estate Manager,  
HSI IDC Ltd.

\_\_\_\_\_.

Sub.: Request for surrender of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_,  
Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted / re-allotted by HSI IDC in favour of \_\_\_\_\_  
\_\_\_\_\_ vide Regular Letter of Allotment / Re-allotment letter  
No.\_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of\_\_\_\_\_.
2. I/We hereby surrender the captioned plot due to following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
3. I/we understand that the refund of payment deposited by me/us towards the  
plot/shed shall be made by the Corporation after deductions as per applicable EMP.
4. I/We have been duly authorized to make a request to HSI IDC for surrender of the plot

You are requested to accept the surrender request and refund the payment as per  
policy. Requisite documents are enclosed herewith.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

Encl: As above.

**HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
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CIN No:U29199HR1967SGC034545

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub.: Request for surrender of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_,  
Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, it is to inform you that your request for surrender of plot has been accepted and the refundable amount shall be credited to your bank account.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

## CHAPTER-P

### Change of project

As per EMP-2015, the allottee is at liberty to change the project subject to the provisions contained in Chapter-10 in EMP-2015. For any change of project which is not covered therein request can be made in prescribed performa alongwith supporting documents.

On receipt of requisite application and supporting documents, the Estate Manager shall convey the decision/approval within 14 working days.

#### **Documents required to be submitted:**

- i. Request from the allottee as per prescribed format (Annexure-P-I)
- ii. Revised project report.

(Application for change of project)

Annexure- P-I

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

Estate Manager,  
HSI IDC Ltd.

\_\_\_\_\_.

Sub.: Request for change of project in respect of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_,  
Phase\_\_\_\_\_, Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted / re-allotted by HSI IDC in favour of \_\_\_\_\_  
\_\_\_\_\_ vide Regular Letter of Allotment / Re-allotment letter  
No.\_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of\_\_\_\_\_  
\_\_\_\_\_.
2. I/We intend to change the project to \_\_\_\_\_ due to following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
3. I/We have been duly authorized to make a request to HSI IDC for change of project

You are requested to approve the change of project. A copy of project report in  
respect of the proposed project is enclosed herewith.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

Encl: As above.

**HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA

Phone : 0172-2590481-83, Fax: 91 (172) 2590474

Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>

CIN No:U29199HR1967SGC034545

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub.: Request for change of project in respect of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_,  
Phase\_\_\_\_\_, Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.**

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, it is to inform you that your request for change of project to \_\_\_\_\_ with proposed investment of Rs.\_\_\_\_\_ crore (fixed capital investment of Rs. \_\_\_\_\_ crore) has been approved by the Corporation. Notwithstanding the approval for change of project, the time period for implementation/completion of project shall remain unchanged.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

## CHAPTER-Q

### Bifurcation of plot

The request for bifurcation of plot, as per provisions of EMP-2015, can be made by the allottee in prescribed performa alongwith supporting documents.

On receipt of requisite application and supporting documents, the request shall be considered by the Corporation as per the provisions of EMP-2015 and subject to planning norms.

#### **Documents required to be submitted:**

- i. Request from the allottee as per prescribed format (Annexure- Q-I)
- ii. Layout plan of the plot, indicating building constructed at site, zoning norms and proposed bifurcation.
- iii. Project report in respect of project to be implemented on bifurcated portion.

(Application for bifurcation of plot)

Annexure-Q-I

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

Estate Manager,  
HSI IDC Ltd.

\_\_\_\_\_.

Sub.: Request for bifurcation of Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_,  
Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.

Sir / Madam,

1. The captioned plot was allotted / re-allotted by HSI IDC in favour of \_\_\_\_\_  
\_\_\_\_\_ vide Regular Letter of Allotment / Re-allotment letter  
No.\_\_\_\_\_ dated \_\_\_\_\_ for setting up a project of\_\_\_\_\_  
\_\_\_\_\_.
2. I/We intend to bifurcate the plot in \_\_\_\_\_ parts due to following  
reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
3. I/We have been duly authorized to make a request to HSI IDC for bifurcation of plot.

You are requested to approve the bifurcation of plot and issue revised zoning plan for each part. Layout plan of the plot, indicating building constructed at site, zoning norms, proposed bifurcation and a copy of project report in respect of the project proposed to be implemented on the bifurcated part is enclosed herewith.

Thanking you,

Yours Sincerely,

For \_\_\_\_\_ (Allottee)

(Name of the Applicant)

Address:\_\_\_\_\_

Phone No.\_\_\_\_\_

Encl: As above.



**HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

REGD. & CORPORATE OFFICE: C-13 -14, SECTOR -6, PANCHKULA

Phone : 0172-2590481-83, Fax: 91 (172) 2590474

Email : [info@hsiidc.org.in](mailto:info@hsiidc.org.in) also visit us at : <http://hsiidc.org.in>

CIN No:U29199HR1967SGC034545

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub.: Request for bifurcation of plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_,  
Cluster\_\_\_\_\_, IE/IMT\_\_\_\_\_.

Dear Sir,

This has reference to your request dated \_\_\_\_\_ on the subject noted above. In this regard, it is to inform you that your request for bifurcation of captioned plot into \_\_\_\_\_ plots bearing number \_\_\_\_\_ and \_\_\_\_\_ measuring \_\_\_\_\_ and \_\_\_\_\_ sqm respectively has been approved by the Corporation.

The revised zoning plan for each of the bifurcated part is enclosed.

Thanking You,

For Haryana State Indl. & Infr. Dev. Corpn. Ltd.

**Estate Manager**

## CHAPTER-R

### **Building Plan approval/Occupation Certificate/Water connection/Sewerage connection**

The request for following services shall be required to be made on line on e-governance portal [www.hsiidcesewa.org.in](http://www.hsiidcesewa.org.in).

Click the following links for detailed procedure and documents check list which is also available on website of the Corporation. ([www.hsiidc.org.in](http://www.hsiidc.org.in).)

#### **Building Plan approval**

- a) [Check list](#)
- b) [Procedure](#)

#### **Occupation Certificate**

- a) [Check list](#)
- b) [Procedure](#)

#### **Water connection**

#### **Sewerage connection**