

Documents/Particulars required for issuing NOC, approval for Change in Management/transfer of leasehold rights and Subleasing.

The allottees have to furnish the following requisite necessary documents / particulars to examine and process their request in respect of issue of NOC, approval for change in management / transfer of lease hold rights of the allotted plot and subleasing of built-up area in the allotted plot:

I. NO OBJECTION CERTIFICATE:

1. Request of the allottee for issue of NOC with name of Bank / Financial Institutions with details of credit facilities.
2. Bank / Financial Institution's sanction letter along with detailed terms and conditions, indicating purpose of the loan, allotted Plot No. to be mortgaged as Security etc.
3. In case of Non Banking Private Finance Company (NBPF), proof of listed NBPF to be furnished.
4. List of Directors and shareholding pattern of the company at the time of allotment and as on date up to individual level / ultimate holding company including break up details of share holding pattern viz (i) Promoter & Promoter Group (ii) Body Corporate up to individual level and (iii) Financial Institutions, etc duly certified by a CA / CPA in their letter head.
5. No Objection Certificate / No Dues Certificate from Bank / Financial Institutions, to whom earlier NOC was issued to mortgage the lease hold rights of the allotted plot.
6. For allottees in SEZ, copy of renewal of LoA obtained from MEPZ.
7. Copy of latest Annual Report / Balance Sheet & Profit & Loss Account for 3 years.
8. Pending issues / dues, if any, with SIPCOT to be settled.
9. Remittance of processing fees of Rs.5,900/- (inclusive of GST @ 18%) for issue of NOC.

II. CHANGE IN MANAGEMENT / TRANSFER OF LEASEHOLD RIGHTS OF THE

ALLOTTED PLOT:

ALLOTTEE / TRANSFEROR:

1. Request letter signed by Proprietor / All partners / authorised signatory along with necessary Board resolution.
2. Board's consent (Resolution) for transfer of leasehold rights in the case of company (Pvt. / Public Ltd).

3. List of Directors and shareholding pattern of the company at the time of allotment and as on date up to individual level / ultimate holding company including break up details of share holding pattern viz (i) Promoter & Promoter Group (ii) Body Corporate up to individual level and (iii) Financial Institutions, etc duly certified by a CA / CPA in their letter head.
4. Functioning status and proof for functioning such as EB card / EB payment receipts, Invoice copies, water charge payment receipts of SIPCOT etc. for minimum 4 years.
5. For allottees in SEZ, copy of renewal of LoA obtained from MEPZ.
6. Copy of latest Annual Report / Balance Sheet & Profit & Loss Account for 3 years.
7. Copy of No Objection Certificate / No Dues Certificate from Bank / Financial Institution, to whom earlier NOC was issued to mortgage the lease hold rights of the allotted plot.
8. Copy of termination agreement, if the allottee was permitted to sub-lease a portion of the built up area of the subject plot.
9. In case of Amalgamation/ Merger / De-merger, copy of Amalgamation / Merger / De-merger order issued by the Court.
10. Pending issues / dues, if any, with SIPCOT to be settled.

PROPOSED PURCHASER / TRANSFEREE :

1. Request / consent letter from the proposed purchaser / transferee.
2. Copy of latest Annual Report / Balance Sheet & Profit & Loss Account / Memorandum and Articles of Association.
3. Detailed Project report, including the product to be manufactured, process etc.
4. List of Directors and shareholding pattern of the company at the time of allotment and as on date up to individual level / ultimate holding company including break up details of share holding pattern viz. (i) Promoter & Promoter Group (ii) Body Corporate up to individual level and (iii) Financial Institutions, etc duly certified by a CA / CPA in their letter head.
5. In case auction purchase from Banks / Financial Institutions / Official liquidator
 - (a) Copy of Sale Certificate issued by the from Banks / Financial Institutions / Official liquidator.
 - (b) Copy of letter indicating the date of taking possession of the subject plot by the auction purchaser.

III. SUB LEASING:

ALLOTTEE / SUBLESSOR

1. Request letter from the allottee for sublease along with a clear sketch on the details of built up area to be subleased, period of sub-lease, copy of sublease agreement, if any entered.

2. In case of company (Pvt. / Public Ltd.) Board Resolution for sub-leasing.
3. List of Directors and shareholding pattern of the company at the time of allotment and as on date up to individual level / ultimate holding company including break up details of share holding pattern viz. (i) Promoter & Promoter Group (ii) Body Corporate up to individual level and (iii) Financial Institutions, etc duly certified by a CA / CPA in their letter head.
4. No Objection Certificate / No Dues Certificate from Bank / Financial Institution, to whom earlier NOC was issued to mortgage the leasehold rights of the allotted plot.
5. For allottees in SEZ, copy of renewal of LoA obtained from MEPZ.
6. Copy of latest Annual Report / Balance Sheet & Profit & Loss Account.
7. Pending issues / dues, if any, with SIPCOT to be settled.

SUB-LESSEE:

1. Consent letter from sub lessee, in case of company (Pvt. / Public Ltd.) Board Resolution for sub-leasing.
2. Details of product to be manufactured / line of activity.
3. Latest shareholding pattern of the concern / firm / company including its body corporate up to individual level / ultimate holding company duly signed by a Chartered Accountant / CPA, if the sub-lessee is a group concern of the allottee.
