

**APPLICATION FOR ALLOTMENT OF  
INDUSTRIAL PLOT/SHED IN THE INDUSTRIAL ESTATE  
AT \_\_\_\_\_**

**Application No.** \_\_\_\_\_

**To**

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

<p>Space for Photograph</p> <p>(Photograph of applicant/ managing partner/authorized Director to be affixed)</p>
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I/We \_\_\_\_\_ request that I/we may be allotted industrial plot/shed in the Industrial Estate at \_\_\_\_\_.

1. Size of plot/shed required \_\_\_\_\_
  2. Particulars of the Bank Draft/Banker Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) \_\_\_\_\_ in favour of Haryana State Industrial & Infrastructure Development Corporation Limited (HSIIDC) payable at Panchkula drawn on \_\_\_\_\_ at Panchkula, being earnest money equivalent to 10% of the tentative price of the plot/shed (Specified in Para 1 above) & processing fee.
  3. Status of the applicant/s:  
(Please tick)
 

Individual	Company	Partnership Firm	Others
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  4. PAN of the applicant
  5. Whether project is of
 

<input type="checkbox"/> Investment of more than Rs.10/20/30 crore (as applicable to the category of Estate where plot applied)	<input type="checkbox"/> Project by NRIs/PIOs
<input type="checkbox"/> Units with FDI investment of more than 33%	<input type="checkbox"/> Persons with disabilities (Attach certificate & undertaking)
- (Attach a brief note on the background of the applicant, qualification & experience, etc., along with working results of the existing unit, if any, its location etc.)
6. Whether the applicant /promoters hold an Industrial Plot in the State of Haryana :  Yes  No
    - (a) if yes, Name of the Estate/Industrial Area \_\_\_\_\_  
Plot No.. \_\_\_\_\_ Sector/Phase \_\_\_\_\_

7. Proposed project to be set up: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Whether the project is:

(a) Export oriented unit  100%  70-100%  50-70%  33-50%  Below 33%

(b) Hi-tech (Please specify): \_\_\_\_\_  
 \_\_\_\_\_

(c) Involving foreign equity  %

9. Do you fall under any of the following categories:

Woman Entrepreneur	Unemployed Engg. Graduate	Ex-Serviceman
Oustees on account of acquisition of land for the estate		

10. Details of project cost (Rs. in lakh):

(a) Land : \_\_\_\_\_  
 (b) Building : \_\_\_\_\_  
 (c) Plant & Machinery : \_\_\_\_\_  
 (d) Misc. Fixed Assets: \_\_\_\_\_  
 (e) Prelm. and pre-operative expenses : \_\_\_\_\_  
 (f) Margin money for working Capital: \_\_\_\_\_  
**Total:** \_\_\_\_\_

11. Means of Finance (Rs. in lakh):

Capital: \_\_\_\_\_  
 Unsecured Loans: \_\_\_\_\_  
 Financial Institutions: \_\_\_\_\_  
 Banks: \_\_\_\_\_  
**Total:** \_\_\_\_\_

12. Plant and Machinery

S. NO.	Name of Machinery	New/ Second-hand	Imported/ Indigenous	Source of Supply	Estimated Price (Rs.)
1.					
2.					
3.					
4.					
5.					

13. Covered area of the proposed unit: \_\_\_\_\_

(Attach a brief note on the justification of the area applied for)

14. Utilities:  
 (a) Power requirement in KW (Connected Load): \_\_\_\_\_  
 (b) Water requirement in Kilo liters per day: \_\_\_\_\_

15. Employment Potential : \_\_\_\_\_

16. Raw Material:

S. No.	Main Raw Material Required	Imported/Indigenous	Source of supply
1.			
2.			
3.			
4.			
5.			

17. Pollution:  
 (a) Extent of water/Air pollution and solid waste, if any: \_\_\_\_\_  
 (b) Nature of effluent discharge and quantity \_\_\_\_\_  
 (c) Arrangements for its treatment and disposal: \_\_\_\_\_  
 \_\_\_\_\_.

18. Marketing: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach a brief note of market potential and selling arrangement. if required)

19. Any other information you would like to give: \_\_\_\_\_  
 \_\_\_\_\_.

20. In case of non-allotment, please inform in whose favour the refund cheque is to be issued  
 \_\_\_\_\_.

Dated: \_\_\_\_\_ Signature of the applicant(s)

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**INFORMATION/ DOCUMENTS REQUIRED TO BE ENCLOSED WITH THE APPLICATION FORM.**

1. 10% price of the plot / shed & processing fee in the form of bank draft/banker's cheque drawn in favour of Haryana State Industrial & Infrastructure Development Corporation Limited Payable at Panchkula.
2. Processing fee (Non-refundable) as under:

<b>Size of the plot (Sq. Mtr.)</b>	<b>Category-A</b>	<b>Category B &amp; C</b>
Upto 500	Rs. 5,000/-	Rs. 3,000/-
501-1050	Rs. 7,500/-	Rs. 5,000/-
1051-4050	Rs. 10,000/-	Rs. 7,500/-
4051-8100	Rs. 15,000/-	Rs. 10,000/-
Above 8101	Rs. 25,000/-	Rs. 15,000/-

3. Complete background of the applicant i. e. qualification and experience etc. In case of company, details of Promoters/Directors and their shareholding in the company.
4. In case of existing companies/firms/concerns or in case the applicant/partner(s) of the applicant firm/ Director (s) of the applicant company is running any existing business, working results for the last 3 years and provisional results for the current financial year including sales turnover, profitability, export earnings, if any and copy of balance sheets in respect of existing business.
5. Copy of detailed project report with details of plant & machinery, means of financing, profitability projection, implementation schedule, market potential and marketing arrangement.
6. Resources available with the applicant to implement the proposed project along with supporting documents with proof of resources including details of movable/immovable properties, if any.
7. Land utilization plan to justify the requirement of land.
8. Copy of Memorandum and Articles of Association along with a copy of certificate of incorporation and certified and true copy of Board of Directors' resolution in case of Pvt. / Public Limited company, certified and attested copy of partnership deed and details of share of partners in case of firm, affidavit in case of sole proprietorship concern, duly attested from Notary Public.
9. Two recent Photographs of the applicant, managing partner in case of partnership firm and authorized Director in case of company.
10. In case the applicant is Registered Body Corporate, a copy of resolution duly attested under its seal empowering the authorized signatory to make application on its behalf for the allotment of plot/shed, with four photographs of the authorized signatory, of which one photograph shall bear the attested signatures of the authorized signatory by the Notary Public/Magistrate First Class.
11. An undertaking to the effect that the applicant shall as far as possible employ 75% of unskilled workforce and give preference for other categories to candidates from among the Haryana Domiciles in the proposed unit (as per proforma no. 4 given below).
12. Person with disabilities as defined in the persons with Disabilities (Equal Opportunities, Protection of right & Full Participation Act, 1995), shall be required to furnish an undertaking as per prescribed format (Proforma No. 1) along with a certificate issued by the Disability Board constituted by the State Govt. of Haryana (for complete details in this regard, Haryana Government Notification No. 49/40/07/4IBI Dated 13.03.2007 may be referred).

**The following documents are also required in case of Non Resident Indian/ person of Indian origin in addition to the above informations/documents:**

1. The Demand Draft should be prepared out of the NRE Account of the applicant and Banker's Certificate be submitted as a proof thereof. In case the amount is sent in Foreign Exchange, no Banker Certificate is required.
2. Bio-data of the applicant as per the proforma No. 2 given below.
3. Declaration that the applicant is a Non Resident Indian /person of Indian origin as per the proforma No. 3 given below.
4. Copies of passport and Visa valid as on date.

(only for persons with disabilities)

**To be executed on Non-Judicial Stamp Paper of Rs.10/- to be purchased in the name of the individual applicant and signatures should be got attested from Notary Public/First Class Magistrate. Photograph of the executant should also be pasted with signatures on the same.**

**AFFIDAVIT**

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

Space for  
Photograph

(Photograph of  
applicant/ managing  
partner/authorized  
Director to be  
affixed)

**Regarding: Request for allotment of plot/shed measuring \_\_\_\_\_ sq. mtrs, located at Industrial Estate \_\_\_\_\_.**

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

1. I have applied to the corporation for allotment of plot measuring \_\_\_\_\_ sq. mtrs., located at Industrial Estate \_\_\_\_\_ vide my application No. \_\_\_\_\_ dated \_\_\_\_\_
2. I am a bonafide resident of Haryana for the last 3 years preceding the date of application. Documentary proof in this regard i. e. copy of voter identity card/ration card/electricity connection/water connection etc., duly notarized, is enclosed.
3. I have attained the age of 18 years as on the date of application.
4. I have not been allotted my industrial plot/shed earlier in my name or in the name of my spouse.
5. I am disabled, with disability as defined in the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 and a certificate to this extent, issued by the Disability Board constituted for the said purpose by the State Govt. of Haryana is enclosed.
6. I will be governed by EMP-2011/ Policy framed by the Corporation/Government from time to time.
7. In case any fact comes to the notice of the Corporation, which is contrary to my above mentioned undertaking, the Corporation may take any action against me as deemed fit, including cancellation of the allotment/resumption of the plot/shed/or recovery of any penalty/damages and/ or initiation of Civil/ Criminal proceedings against me.

Place:

DEPONENT

Date:

( )

**VERIFICATION:**

I, the above named deponent do hereby further solemnly affirm and declare that the contents of my above mentioned affidavit are true and correct to the best of my knowledge and belief, no part of it is false and nothing material has been concealed therefrom.

Place:

DEPONENT

Date:

( )

**BIO-DATA OF THE APPLICANT**

1	Name of the applicant	
2	Father's name	
3	Permanent Address in India	
4	Correspondence Address in India	
5	Permanent/Correspondence address in Foreign country.	
6	e-mail address, if any	
7.	Age/Date of birth	
8.	Educational Qualifications: a) Academic Qualifications. b) Professional/technical qualifications	
9.	Whether you are employed, if yes, give details of position held and name of employer, place of employment, period of employment etc.	
10.	Whether engaged in own business, if yes give details	
11.	Total experience clearly indicating experience related to the project.	

**NRI DECLARATION**

I, \_\_\_\_\_ son/Daughter/Wife of  
Sh. \_\_\_\_\_ do hereby solemnly affirm and  
declare that I am a Non -Resident Indian as per definition of "Indian Investment Centre,  
Haryana".

(i) I resided in \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_.

(ii) Presently, I am residing in \_\_\_\_\_  
\_\_\_\_\_ since \_\_\_\_\_  
\_\_\_\_\_

Verified that the facts mentioned above are true and correct to the best of my  
knowledge and belief and nothing has been concealed.

Place:

Date:

Name & Signature of the applicant  
with complete address.

**UNDERTAKING**

I (name of the applicant), \_\_\_\_\_ Son/ daughter/Wife of  
Sh. \_\_\_\_\_ undertake that I shall employ  
at least 75% of unskilled work force and given preference for these categories to  
candidates from among the Haryana Domiciles.

Place:  
Date:

Name & Signature of the applicant  
with complete address.