

**GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY**

169, CHITVAN ESTATE, SECTOR GAMMA-II, GREATER NOIDA CITY,  
GREATER NOIDA, DISTT. GAUTAM BUDH NAGAR, U.P.

**Application for allotment of Industrial plot for setting up of Industrial Unit  
(Size 2100 square meters and above)**

**SCHEME CODE: IND2100 (2013) – 02**

Form No.....

Price Rs. 1100/-

**AUTHORITY'S COPY  
(To be submitted in duplicate)**

**APPLICATION FORM FOR ALLOTMENT OF INDUSTRIAL PLOTS  
UPTO 2100 SQ.METERS AND ABOVE IN GREATER NOIDA  
(OPEN ENDED SCHEME)**

**DATE OF OPENING : 18-SEPTEMBER 2013**

**GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY**

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GREATER NOIDA, DISTT. GAUTAM BUDH NAGAR, U.P.

**Application for allotment of Industrial plot for setting up of Industrial Unit  
(Size 2100 square meters and above)**

Bank Code \_\_\_\_\_

Form Sl. No. \_\_\_\_\_

The Chief Executive Officer,  
Greater Noida Industrial Development Authority,  
169, Chitvan Estate, Sector Gamma-II  
Greater Noida – 201308

Photograph of  
Authorised  
Signatory Duly  
Attested by  
Bank Manager

Sir / Madam,

I/We hereby submit our application form for allotment of plot to establish \_\_\_\_\_

\_\_\_\_\_ on an area of \_\_\_\_\_ sq.mtr. approx. in Industrial Area of Greater Noida. We hereby agree to pay allotment money / installments / lease rent etc. as per payment plan hereinafter mentioned in the General Terms and Conditions (Rate List / premium of allotment is enclosed as **Appendix-1**).

**We are enclosing herewith the following documents –**

a) Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_  
\_\_\_\_\_ drawn on \_\_\_\_\_  
towards the registration money (10% of total premium).

b) Bank Draft No. \_\_\_\_\_ dt. \_\_\_\_\_ for Rs. 15000/- Drawn on \_\_\_\_\_  
\_\_\_\_\_ towards non-refundable / non-adjustable  
processing fees.

c) Certificate of authorization in favour of Shri / Smt. \_\_\_\_\_  
\_\_\_\_\_ S/o / D/o \_\_\_\_\_

\_\_\_\_\_ as (status) \_\_\_\_\_ which is on behalf of the applicant Individual/ Firm  
(Proprietorship or Partnership/ Company (Private Ltd. or Public Ltd.) i.e. M/s.

\_\_\_\_\_ constituted under  
\_\_\_\_\_ Act of  
\_\_\_\_\_ Government of India / State  
Government i.e. \_\_\_\_\_.

- d) Project Report/ Proposal details alongwith schedule of project implementation for which this application is being submitted.
- e) Terms and Conditions of the above registration must be duly signed on each page as a token of acceptance of the terms and conditions of the allotment of industrial land.)
- f) The following documents duly signed by applicant and certified by C.A. / Architect are to be enclosed.

Sl. No.	Description	Enclosed "Yes" not Enclosed "No"	At Page No
1.	Project Report (to be signed by applicant and certified by CA).		
2.	Background of the Promoters		
3.	Feasibility report of the proposed project to be signed by applicant and certified by CA		
4.	Land required, depicting the land use pattern, construction plan & schedule of implementation to be signed by applicant and certified by Architect.		
5.	Three years projected cash-flow, depicting sources of inflows for the project, to be signed by applicant and certified by CA		
6.	Three years (2010-11, 2011 -12, 2012-13) Audited balance sheet to be signed by applicant and certified by CA		

Sl. No.	Description	Enclosed "Yes" not Enclosed "No"	At Page No
7.	Financial statement of turnover of 2010-11, 2011-12 and 2012-13 to be signed by applicant and certified by CA (Annexure-1).		
8.	Financial statement of Networth as on 31.3.2013 to be signed by applicant and certified by CA (Annexure-2).		
9.	Liquidity certificate from any nationalized / schedule Bank (Annexure-3). Photocopy of listed company's shares / NSC / Bonds / FDR are also be attached. In case of loan from friends/relatives, documentary evidence of available funds of the friends/relatives subject to maximum of 25% of promoter's contribution.		
10.	Photocopy of certificate of incorporation/ registration, Memorandum & Article of Association of the Company, partnership deed and other relevant documents to be signed by applicant and certified by the CA		
11.	Affidavit of the applicant certifying that all the statements made in application/annexures are true and correct (Annexure-4)		
12.	In case of consortium / joint venture, MOU duly attested by notary (Annexure-5).		

Refund A/c Details (in case of unsuccessful applicants):

Name of Bank and Branch: \_\_\_\_\_ Bank A/c No.: \_\_\_\_\_

Date and Place \_\_\_\_\_

If the applicant wants the refund through RTGS quote IFCS Code no.

Bank's RTGS/IFCS Code No. \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature of Authorised signatory  
Stamp of applicant with name  
and Status / designation  
Signature duly attested by Bank Manager

# SPECIAL TERMS AND CONDITIONS FOR ALLOTMENT OF INDUSTRIAL PLOT

(Size 2100 square meters and above)

## A-1. HOW TO APPLY

1. The prescribed Application form for allotment of industrial plots of different sizes (size 2100 sq.m. and above only) can be obtained from the following banks on payment of Rs.1100/-.

Sl.No.	Name of the Bank	Address of the Bank/Branch	Bank Code No.
1.	HDFC Bank	Sector Alpha-I Commercial Belt (ACB), Greater Noida	001
2.	HDFC Bank	G-Block, Sector 18, Noida	002
3.	HDFC Bank	Darbari Lal Sharma Marg (Near Vidhan Sabha), Lucknow	003
4.	HDFC Bank	Shop No. 11, Parliament Street, New Delhi	004
5.	Bank of Baroda	Sector Gamma-II Commercial Complex, Greater Noida	005
6.	Bank of Baroda	Sector 29, Noida.	006
7.	Indian Bank	Jagat Farm, Gamma-I, Greater Noida	007

2. The applicant will submit their application along with the following documents:
- ▶ The duly filled in application form must be submitted in any of the aforesaid bank branches alongwith proposal/project report and other statutory documents.
  - ▶ The applicant must attach a non-refundable & non-adjustable Processing Fee of Rs. 15000/-
  - ▶ Registration money equivalent to 10% of total premium of the plot area which is either adjustable or refundable for which application is being submitted should be deposited.
  - ▶ Revised rate shall be payable by the allottee(s) in case the Authority makes any revision/change in the rate of industrial allotment.
  - ▶ The rate prevailing on the date of issue of allotment letter would be applicable.
  - ▶ Rs. 1100/- would also be deposited in addition to registration money and processing fee, in case application form is downloaded from website. ([www.greaternoidaauthority.in](http://www.greaternoidaauthority.in)).
  - ▶ The registration amount and processing fee as stated above would be deposited through a bank draft in favour of **Greater Noida Industrial Development Authority** and payable at

any scheduled bank of New Delhi/Noida/Greater Noida.

- ▶ The applicant will also submit an affidavit (**see Annexure-4**) to the effect that the information given in the application is true and correct and if any part of it is found to be false or concealed, the Authority will have right to cancel the plot irrespective to the deposit of money till that stage when the malafide is revealed.
3. The application alongwith the requisite documents will be screened by a Screening Committee. Incomplete application / without requisite documents will not be recommended for interview of the applicant. However, the applicant whose application is submitted with complete information will have to appear for interview on prescribed date and time for examining the viability of the Project. The C.E.O. of the Authority reserves right to cancel or reject any or all application without assigning any reason and the decision taken by the C.E.O. will be binding and final on the applicant. **The applicants have to submit the documents mentioned in clause (f) of the application form. These documents are essential and their eligibility for a candidate to apply can be rejected in lapse of any of those documents.**
4. The allotment of plot is subject to the recommendation of Plot Allotment Committee / Screening Committee after interview of the applicant.

## A-2. WHO CAN APPLY

1. Any individual, Firm either proprietor or partnership firm/proposed partnership/proposed Private Limited Company can submit application form for one or more than one plot.
2. The applicant should be competent to contract.
3. A Separate application form shall be required to be submitted for each plot.
4. Incomplete application shall be summarily rejected.
5. Any change in the name of the intending applicant will not be allowed in any circumstances.
6. In case of applicant have formed a consortium:
  - (a) Members of the consortium will have to specify one "lead member", who alone shall be authorized to correspond with the Greater Noida Industrial Development Authority. Lead member should be the single largest shareholder amongst the relevant members.
  - (b) Each member of the consortium with equity stake of at least 26% will be considered as the "relevant member".

- (c) The members shall submit a Notarised Memorandum of Understanding (MOU) (Annexure-5) conveying their intent to jointly apply for the allotment of industrial plot, and in case the plot is allotted to them, to form a 'Special Purpose Company', that will subsequently be carrying out all the responsibilities of the allottee.
- (d) The MOU shall clearly define the role and responsibility of each member in the consortium, particularly with regard to arranging debt and equity for the project and its implementation. The MOU should state that all members shall be jointly and severally responsible for the successful implementation of the project.
- (e) The execution of the lease deed will be made in favour of the SPC, which should be a registered firm or an incorporated company. The members of the consortium shall have to retain their respective shares as per MOU till the completion of the project. However, in the exceptional circumstances, the change in consortium shareholding structure may be permitted by Greater Noida Industrial Development Authority, but the status of the "lead member" shall remain unchanged in all circumstances till the completion of project.

### **A-3. PROCEDURE FOR ALLOTMENT**

Applications duly filled up and enclosed with all requisite documents will be screened by a committee designated/ constituted for this purpose. Projects which are prima facie cleared by this committee will be called for one-to-one interactions with the promoter before the designated committee. Successful applicants will be issued allotment letter after the approval of the Chief Executive Officer (CEO) of the Authority.

Unsuccessful applicants will be informed along with a refund of the registration amount deposited.

After approval of the CEO, allotment letters will be issued within a month of such approval, by the General Manager/Manager (Industries) with the condition that the allottee will submit an under-taking at the time of execution of Lease Deed on non-judicial stamp paper of Rs.10/- to the effect that--

- a) Unit product does not come under pollution category.
- b) NOC from U.P. Pollution Control Board, SSI Certificate from concerned department of U.P. Govt. will be submitted before obtaining the functional certificate from GNIDA.
- c) In case of violation of above directions, GNIDA will be free to take any decision.
- d) The applicant/allottee will have to submit an affidavit to the effect to fulfill the above (a,b and c) conditions. Format of the affidavit is at **Annexure-A-3**.

### **A-4. MODE OF PAYMENT AND PAYMENT PLAN**

1. The allottee will have to pay 10% of the total premium of the plot with application form as registration money. The Registration money of the unsuccessful applicants will be returned without interest after rejection of application. Successful applicant/ allottee has to pay additional 20% of the total premium within 60 days from issuance of allotment letter as Allotment Money. The allotment would stand cancelled in case of non-payment of the allotment money within the stipulated time. No time extension is permitted to deposit the allotment money. However, under special circumstances, the Chief Executive Officer, or the officer authorized by him, if deems fit, can grant an extra period for payment of allotment money. In such cases, the allottee will have to pay interest @15% compoundable half yearly for such extended period.
2. The balance 70% of the total premium shall be paid in 14 equal half yearly installments with interest @ 12% p.a. The first such installment with interest will become due on 30th June or 31st December, whichever comes first, after six months of the date of issue of the allotment letter.
3. If the allottee opt for one time lump sum payment of the whole premium rebate of 2% (TWO percent) of the total premium shall be granted. If allottee opt to deposit lump sum balance amount at a latter stage, the rebate of 2% shall be granted only for the remaining amount payable till date with interest.
4. All payments should be remitted by due date. In case the due date is a bank holiday then the allottee should ensure remittance on the next working day.
5. The payment made by the allottee will first be adjusted towards the interest due if any, and thereafter the balance will be adjusted towards the lease rent payable and the premium due.
6. Lease rent shall be paid in accordance with clause A-5 of this brochure.
7. In case of allotment of additional land, the payment of the premium of the additional land shall be made in lump sum within 60 days from the date of communication of allotment of the said additional land.

#### **NOTE:**

- i. **For the purpose of this document the date of issue of allotment letter shall be reckoned as date of allotment.**
- ii. **The date of execution of lease deed shall be reckoned as the date of taking over of possession.**

#### **A-5. LEASE RENT**

In addition to the premium of plot, lease rent shall be chargeable from the date of execution of lease deed @ 2.5% of the total premium p.a and shall be payable annually in advance. In case of default in payment of lease rent, defaulted interest rate 15% shall be charged on the defaulted amount for the defaulted period. The annual lease rent will be increased 1.5 times (50%) on expiry of every 10 years.

The allottee shall have an option to pay a lump sum amount equivalent to 11 times of the annual lease rent i.e. 27.5% of total premium before the due date for execution of lease deed as a ONE-TIME LEASE RENT. The lease rent already paid will not be calculated in 11-times (27.5%). At whatever stage the allottee opt to deposit the lump sum lease rent he must have to pay 11-times of the annual lease rent.

NOTE: - If the allottee chooses the option to pay annual lease rent at the time of execution of lease deed, he can subsequently exercise his option to pay one time lease as rent indicated above.

#### **A-6. LEASE DEED EXECUTION AND POSSESSION**

1. The allottee would be required to execute the lease deed and get the same registered within 60 days from the date of issuance of the check list. In case the allottee fails to get the lease deed registered within 60 days from the date of issuance of the check list, in exceptional circumstances, time extension may be granted on payment of penalty @ 2.5% of the premium of the plot plus Rs. 20/- per square meter per year computed on day-to-day basis.
2. Allottee is required to take physical possession of the industrial property(ies) within 15 days from the date of execution of legal documents. If the allottee fails to take the possession within stipulated time, the possession of the industrial property(ies) will be given subsequently but would be deemed to be in possession of the lessee with effect from the due date of possession i.e. 15 days from the date of Registration of Lease Deed, or date of deposit of penalty whichever is later.
3. In case the allottee fails to take physical possession of the property after execution of the lease deed, he will pay penalty @ Rs. 50/- per day for the delayed period.

#### **A-7. PERIOD OF LEASE**

The allotment of plot will be made on leasehold basis for a period of 90 years from the date of execution of lease deed.

#### **A-8. COST OF STAMP DUTY**

The stamp duty, registration charges and all legal expenses involved in the execution and registration of lease deed as stated above and all other incidental expenses shall be borne by the allottee. The rate of stamp duty is applicable as per the notification issued by the State Government from time to time. The allottee/transferee shall also pay the duty on transfer of immovable property levied by the authority from time to time.

As per provision of Government Notification No. 3066/11-5-2009-500(100)/2008 dated 12-6-2009 allottee has to execute an Agreement to Lease and get it registered with Sub-Registrar, Gautam Budh Nagar within six months from the date of allotment otherwise allottee shall have to pay stamp duty at circle rate at the time of execution/registration of Lease Deed. The copy of the Government Notification can be seen in the office of the Sub-Registrar, Greater Noida.

#### **A-9. LOCATION CHARGES**

The location charges shall be payable by the allottee/lessee @5% of the total premium before execution of the lease deed in lump sum, in case the allotted plot is located on 45 mtr. or above size roads, provided that the allotment is of 2100 square meters and above.

#### **A-10. CONSTRUCTION**

The lessee/allottee shall construct the boundary wall as well as the building of the industrial unit only after getting proper sanction of the building plan by the lessor in accordance with the prescribed architectural controls and relevant Building Regulations 2010 as well as any specific directions that may be issued by the lessor.

#### **A-11. FUNCTIONAL/COMPLETION**

It will be essential for the units to first obtain completion certificate and also obtain the functional certificate within 36 months from the date of execution of lease deed. If the unit has not obtained completion certificate and become the unit functional within 36 months then the unit must submit a written request for extension of the period. The time extension will be allowed on payment of Rs. 50/- sq. meter for the first year, Rs. 100/- per square meter each year for the next six coming years and Rs. 150/- per square meter for 8th year. The calculation of the penalty will be on monthly basis. The Authority can revise the extension charges at any time as it deem just and appropriate.



**Verification**

I/We \_\_\_\_\_ have gone through the above terms and conditions and also the terms and conditions enumerated under heading "General terms and conditions" for allotment of Industrial plot and agree to abide and hereby duly signed as a token of acceptance of the terms and conditions of the Industrial Plot Scheme.

I, the undersigned, do hereby certify that all the statement made in our Application, including in various Annexures & Formats, are true and correct and nothing has been concealed.

Signature of Authorised signatory  
Stamp of applicant with name  
and Status / designation  
Signature duly attested by Bank Manager