

Industrial Services

Sr No.	Services List	Delivery Time (In Days)
1	<p>Mortgage Permission Document Check List</p> <ol style="list-style-type: none"> 1 Application along with consent of the financial institution and a NOC regarding full payment/no arrears from Industrial Department of GNIDA 2 Functional certificate 3 No dues certificate 4 Penalty in case Unit is nonfunctional within the stipulated time. 5 If there is any dues against the property to be mortgaged, the lending institution / bank will clear all the over dues and dues of GNIDA or given undertaking to this effect or 100% payment has already been mad to GNIDA by the concerned institution/ allottee(s) 6 In case of collateral security, processing fee of Rs.5000/- 	15
2	<p>Mortgage Permission Cancel/Withdrawal Document Check List</p> <ol style="list-style-type: none"> 1 No dues Certificate of the Bank 2 Original Mortgage letter issued by Gnida 	10
3	<p>Change of Address Document Check List</p> <ol style="list-style-type: none"> 1 Application along with Address Proof 	10
4	<p>No Dues certificate Document Check List</p> <ol style="list-style-type: none"> 1 Application along with proof of payments made to GNIDA 	25
5	<p>Transfer of Property Document Check List</p> <ol style="list-style-type: none"> 1 Transfer Fee 2 Transfer Application Form 3 Processing Fee 4 Transfer Application Fee 5 Functional Certificate 6 NOC's from Various Departments Project Division 7 No Dues from Industrial Department, NPC/last paid electricity bill and General Manager, DIC, Gautam Budh Nagar, (In case all original as well as subsequent legal documents are submitted. 8 NOC from Bank/Financial Institution if property is mortgaged. 9 In case of companies, certified copy of Resolution of Board of Directors authorizing the signatory for moving the transfer application. 10 Projects Report 	12
6	<p>Mutation (Death Case) Document Check List</p> <ol style="list-style-type: none"> 1 Application Form 2 Death Certificate 3 Legal Heir certificate issued by court/Magistrate 4 NOC from all other legal Heirs in non-judicial Stamp papers. 	60

	5 Indemnity Bond in Rs.100/- non judicial Stamp papers, Notarized 6 Affidavit of legal heirs in Rs. 10/- non judicial Stamp paper Notarized 7 Identity card of all the legal heirs. 8 Processing Fee Rs. 1000/-	
7	Time Extension for Lease Deed Document Check List 1 1. Request Letter	30
8	Time Extension for Construction Document Check List 1 Request letter 2 Completion Application (Appendix-9)	35
9	One Time Payment Document Check List 1 Application 2 Challan copy of one time lease rent/premium payment made	25
10	Joint Name Document Check List	20
11	Lease Deed Execution Document Check List 1 6 passport size photograph of owner/authorized signatory 2 Affidavit of SSI, Pollution 3 Affidavit regarding payment of dues 4 Board resolution attested by CA(If Applicable) 5 Copy of MOU (If Applicable) 6 Documentation Charges Rs. 120/- 7 Identity card of owner/authorized signatory 8 Lease Rent (Annual or one time) 9 List of Directors (If Applicable) attested by CA 10 No dues(upto the date of execution of lease deed) 11 Seal of owner/company/authorized signatory 12 Specimen signature of owner/authorized signatory, attested	30
12	Change in Constitution (CIC) Document Check List 1 Notarized affidavit stating the relationship of the incoming partners with the allottee/transferee. (In case exemption from payment of CIS charges is sought). 2 Certified copy of the Memorandum and the Article of Association. 3 Certified copy of the Partnership Deed. 4 From 'B' Regarding Registration of firm or any other documents to this effect issued by the Register. 5 Notarized affidavit stating the relationship of the incoming partners with the allottee/transferee. (In case exemption from payment of CIS charges is sought). 6 Certified copy of the Partnership Deed. 7 Duly certified Resolutions of the Board of Directors of both the Companies regarding handing over/taking over the industrial property by the Company and regarding the person authorized by the Respective Board of Directors of the Company to correspond with the GNIDA 8 Certified copy of the Dissolution Deed.	12

	<p>9 Certified copy of Certificate of Incorporation issued by the Registrar of Companies of the respective State.</p> <p>10 Certified list of Board of Directors and certified list of shareholders showing number of shares and their value along with their addresses.</p> <p>11 Resolution in favor of the person authorized by the Board of Directors of the Company to correspond with the GNIDA</p> <p>12 Form B regarding registration of firm or any other document to this effect issued by the Registrar.</p> <p>13 Duly certified Resolution of Board of Directors regarding change from Pvt.Ltd. to partnership firm/individual Person (Proprietorship Firm) handing over the industrial property by the Company to the Individual Person (Proprietorship Firm)/the Partners.</p> <p>14 Also the resolution in favor of the person authorized by the Board of Directors of the Company to handover the possession.</p> <p>15 Application Form</p> <p>16 Fee-Rs.5000/- Bank Challan</p> <p>17 Notarized affidavit duly sworn and attested regarding the relationship of the shareholders with the allottee(s). (In case exemption from payment of CIS charges is sought.)</p> <p>18 Certified copies of the Memorandum and the Articles of Association of both the Companies</p> <p>19 Notarized affidavit duly sworn and attested regarding the relationship of the shareholders with the allottee(s)/ lessee(s)/ transferee(s). (Only in case exemption from</p> <p>20 Duly certified Resolution of Board of Directors regarding taking over the industrial property by the Company from the Individual Person (Proprietorship Firm)/the Partners.</p> <p>21 Form 'A' showing statement regarding name of Partners, or any other document to this effect issued by the Registrar of firms of respective State.</p> <p>22 Notarized affidavit stating the relationship of the incoming partners with the allottee/transferee. (In case exemption from payment of CIS charges is sought).</p> <p>23 Certified copy of Certificate of Incorporation of both the Companies issued by the Registrar of Companies of the respective State.</p> <p>24 Documents duly attested By the Chartered Accountant of the respective Individual Person(Proprietorship Firm)/Partnership Firm/Pvt. Ltd. Company/Public Ltd. Company and a</p> <p>25 Form 'A' showing statement regarding name of Partners, or any other document to this effect issued by the Registrar of firms of respective State.</p> <p>26 In case of a Public Ltd. Co. certified copy of the Certificate of Commencement of Business issued by the Registrar of Companies of the respective State</p> <p>27 Certified lists of Board of Directors and certified list of shareholders of both the Companies showing number of shares and their value along with their addresses.</p> <p>28 Payment of CIS charges In case of a Public Ltd. Co. certified copy of the Certificate of Commencement of Business issued by the registrar of Companies of the respective State any other documents required by the Registrar of Companies of the respective State.</p>	
13	<p>Change in Shareholders/Trustees Document Check List</p> <p>1 Application</p> <p>2 Details of changes in percentages of shareholding after induction of new partner</p> <p>3 List of Directors/ Shareholders along with shareholding duly certified by the Chartered Accountant (in case of Pvt.Ltd./Ltd. Company)</p>	7

	<p>4 Processing fee of Rs. 5000/-</p> <p>Charges for change in Shareholding (CIS charges) will be 10% on 100% change in shareholding and furless then 100% charge, CIS charges would be proportionate to the change of shares/ holding on a prorata basis</p> <p>5 Notarized affidavit stating the relationship of the incoming partner/ shareholders with the allottee(s)/ transferee(s). Only in case exemption from payment of CIS charges is sought)</p>	
14	<p>Issue of Functional Certificate</p> <p>Document Check List</p> <p>1 extension charges, if applicable,</p> <p>2 No dues certificate of Industrial Department of GNIDA.</p> <p>3 Application</p> <p>Affidavit showing that below mentioned percentage of the maximum permissible covered area been constructed with copy of the application submitted for issuing completion certificate/ building completion certificate has been obtained and the unit is functional at site.</p> <p>4 Certified Copy of Lease Deed/Transfer Deed/Sale Deed as applicable</p> <p>Certified Copy of PMT SSI Registration/EM Part-II/ Central Excise Dett.</p> <p>6 Certified indicating. Date of production/Trade Tax Exemption order/Trade Tax Assessment Order along with documentary evidence of functioning.</p> <p>In addition to the above stated documents the following documents as applicable may also be required to be submitted by the</p> <p>7 allottee(s)/lessee(s)/transferee(s)claiming date of functioning with retrospective effect:-</p> <p>8 (I) ESI registration certificate/returns</p> <p>9 (ii) PF registration certificate/returns</p> <p>10 (iii) Registration under Factories Act</p> <p>11 (iv) Electricity consumption bills</p> <p>12 (v) Telephone bills</p> <p>13 (vi) Bank statement</p> <p>14 (vii) Any other document in support of their claim</p> <p>15 (viii) Purchase bills of Machinery.</p> <p>16 (ix) First Sale Bill</p> <p>17 (x) First Purchase</p>	20
15	<p>Surrender of Plot</p> <p>Document Check List</p> <p>1 Acknowledge Slip</p> <p>2 Request for surrender</p> <p>3 Original Allotment Letter</p>	30
16	<p>Restoration of Allotment</p> <p>Document Check List</p> <p>1 Performance guarantee</p> <p>2 Record of Up-to-date Payments</p> <p>3 Project implementation schedule in the shape of affidavit.</p> <p>4 Application</p> <p>5 Restoration charges @ 10% of the prevailing rate/reserve price.</p> <p>6 Record of Up-to-date Payments</p> <p>7 Time extn. charges</p> <p>8 If there is any court case pending before any court, it has to be withdrawn by the allottee.</p>	30

	<p>9 In case allotment has been cancelled due to commercial activities the restoration of the plot shall only be considered on submission of affidavit for not carrying out the commercial activities in future and on Inspection of the site about closing the commercial activities.</p>	
17	<p>Calculation/verification/updates of deposits Document Check List 1 Application along with proof of payments made to GNIDA</p>	25
18	<p>Issue of Duplicate Papers Document Check List 1 Application along with copy of FIR of lost documents</p>	15
19	<p>Rent Permission Document Check List 1 Incase tenant wants to apply for electricity connection in his name he will have to produce NOC in form of affidavit from lessee/ transferee. 2 Renting charges 3 (a) Rs. 100/- per Sqm. For the entire area of the plot for ten years for the first tenant. 4 (b) For 2nd, 3rd, and so on so forth for subsequent tenants renting charges will be calculated @ Rs. 20/- per Sqm. Of entire area for each tenant. 5 (c) The subsequent tenants will pay @ Rs. 20/- per fo residual period beginning from the start of first tenanc) accounting purpose period will be counted form 1st April 31st March of the year i.e. financial year). 6 No Due Certificate 7 Functional Certificate 8 If part renting the applicant Has to clearly demarcate the portion of the building to be give on rent. 9 Affidavit specifying the position of capital subsidy or any other subsidy, having been received or not and the Premises having been mortgaged or not. 10Lease deed / Transfer deed / Sale deed as applicable 11 NOC's of the term lending Institution (s), in case the Ind premises is mortgaged/ offered as collateral security. 12Project Report of the proposed project of the tenant. 13Original renting permission letter if rent permission is taken previously.</p>	20
20	<p>Change in Project Document Check List 1 Application 2 Project report for consideration of charge/ addition in project</p>	30
21	<p>Reschedulement of Payment Document Check List 1 Request letter</p>	30
22	<p>Change of Directors Document Check List In case only the director(s) of a Private Ltd. co./Public Ltd. Co. Change, without any change in the shareholdings, the concerned company would be 1 required to inform the GNIDA accordingly, along with the form 32 of the respective directors issued by the office of the -Registrar of companies of the respective state and certified by the chartered accountant.</p>	7

23	Refund of Excess Amount Document Check List 1 Request Application	30
24	Change in Name Document Check List 1 If the name of a firm/company changes with the original Firm/ company not remaining in existence and partners/shareholders of the firm/company remaining the same and shareholding of the respective partners/shareholders also remaining the same, no CIS charges will be leviable and only a declaratory agreement without registration would be executed and submitted to the GNIDA 2 If the name of a firm/company changes with original firm/company remaining in existence and partners/shareholders of the firm/company also change, then CIS charges would be leviable and the allottee(s)/lessee(s)/transferee(s) would also have to execute the required	7