

Cost of form - Rs. 500/- (Five Hundred Only)

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY  
Transfer Application Form  
Valid for a period of Six Month for the date of issue

First Copy : To be submitted to officer on Special Duty ( Institutional)/ General Manager (Institutional)  
Greater Noida for obtaining transfer order.

Form sl. No. ....

Date of issue .....

Signature & Designation of  
Issuing Authority

( Form validity is for a period of Six Month from the date of issue within which it should be  
Submitted.)

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To,  
The officer on Special Duty/General Manager (Institutional),  
Greater Noida Industrial Development Authority,  
169, Chitvan Estate,  
Sector- Gamma  
Greater Noida City  
(U.P.)  
PIN CODE—201306

**FOR INDIVIDUALS:-**

I/WE -----S/o, W/o, D/o-----  
R/o-----  
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**FOR PROPRIETORSHIP FIRM:-**

I Sh.-----S/o Shri

S/o, W/o \_\_\_\_\_ aged about \_\_\_\_\_  
years \_\_\_\_\_ R/o \_\_\_\_\_

Proprietor of  
M/s \_\_\_\_\_ having its  
office at \_\_\_\_\_

**PARTENERSHIP FIRM:-**

1 Sh. \_\_\_\_\_ aged about \_\_\_\_\_  
\_\_\_\_\_ years  
S/o \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ Partner of  
M/s \_\_\_\_\_ having its office at \_\_\_\_\_

**PRIVATE COMPANY /LTD. COMPANIES :-**

M/s \_\_\_\_\_ ( a company incorporated under  
Indian Company Act.) through its managing Director /Secretary/Duly constituted attorney  
Sh \_\_\_\_\_ S/o \_\_\_\_\_  
\_\_\_\_\_ aged \_\_\_\_\_ about \_\_\_\_\_  
R/o \_\_\_\_\_

Authorized vide resolution dated \_\_\_\_\_

Want to transfer Institutional unit established on plot No  
\_\_\_\_\_ situated in \_\_\_\_\_ sector  
of \_\_\_\_\_ Greater Noida Area ; having an area AdmesuringSq.mtr. in favour of:-

**FOR INDIVIDUAL :-**

I/WE \_\_\_\_\_ S/o W/o \_\_\_\_\_  
D/o \_\_\_\_\_  
R/o \_\_\_\_\_

FOR PROPRIETORSHIP FIRM:-

I Sh. \_\_\_\_\_ S/o Shri-  
\_\_\_\_\_ S/o .  
W/o \_\_\_\_\_ aged about  
\_\_\_\_\_ years \_\_\_\_\_  
R/o \_\_\_\_\_  
Proprietor of M/s \_\_\_\_\_ having its office at  
\_\_\_\_\_

PARTENERSHIP FIRM:-

1 Sh. \_\_\_\_\_ aged about  
\_\_\_\_\_ years  
S/o \_\_\_\_\_ R/o  
\_\_\_\_\_ Partner of  
M/s \_\_\_\_\_ having its office at  
\_\_\_\_\_

PRIVATE COMPANY /LTD. COMPANIES :-

M/s \_\_\_\_\_ ( a company incorporated under  
Indian Company Act.) through its managing Director /Secretary/Duly constituted attorney  
Sh \_\_\_\_\_ S/o \_\_\_\_\_  
\_\_\_\_\_ aged \_\_\_\_\_ about \_\_\_\_\_  
R/o \_\_\_\_\_

Authorized vide resolution dated \_\_\_\_\_

I/We hereby undertake that the said Industrial plot has been allotted to me / us and we the legal owner of the said Industrial plot. The said plot is declared functional by GNIDA vide its functional certificate No \_\_\_\_\_ date \_\_\_\_\_ Under freewill and full consciousness I/We are submitting this application of Transfer and forgo all the rights on the said property including the reversion of this transfer.

Signature of Transferor(s)

Full Name & Address

The Transfer (s) and Transferee (s) have read and understood the terms and conditions for for Industrial unit as enumerated hereinafter ( to be submitted in the requisite satmp paper separately ) undertake to abide by the same and accordingly apply for transfer of above stated Institutional unit.

Signature of Transferor(s)

Above signature attested

Signature , Name, Designation

And seal of the Gazetted officer/

Banker attesting the signature

Signature of Transferees(s)

Above signature attested

Signature , Name, Designation

And seal of the Gazetted officer/

Banker attesting the signature

**LIST OF ENCLOSURES :-**

1. Processing fee of Rs. 5000/- ( Rupees on thousnad) Non – refundable/non-adjstable in the shape Of Accounts Payee Demand Draft/Pay Order No. \_\_\_\_\_ Date \_\_\_\_\_  
In favour of Greater Noida Industrial Development Authority Payable \_\_\_\_\_  
Bank of noida/Delhi/New Delhi.

2. Bank draft No. \_\_\_\_\_ date \_\_\_\_\_ Payable at \_\_\_\_\_ amounting to Rs. \_\_\_\_\_ in favour of Greater Noida Industrial Development Authority on account of transfer charges. (Calculate amount payable as per the method and formula mentioned hereinafter)
3. No Dues Certificate no.....date .....issued by the Manager Gr I/Mmanager Gr.II( Institutional)
4. Certified copy of upto date extension of time period for completion/ construction issued by Institutional Section of GNIDA
5. Joint affidavit from Transferor(s) and proposed Transferee (s) duly notarized.
6. Agenda and minutes of the board and/or the Authorization to sign the transfer paper in case of company Etc.
7. Authorization of the partners on notaries affidavit to sign the transfer from in case of partnership firm.
8. Enclose copy of certificate of completion & construction and functional certificate issued by GNIDA
9. In case transferee inclined to use the functional unit premises for production of any other product, other than already approved to transferor then it should not fall in the negative list of Institutional of GNIDA and have to submit:
  - a) A detailed project report indicating products to be manufactured , its process of manufacturing , purposed capital investment , power required etc.
  - b) No objection corticated from pollution Control Board

**RANSFER CHARGES:-**

The transfer charge shall be payable @ 10% of total value of the plot calculated on the total area allotted /leased with the rate of allotment prevailing at the time of submission of transfer paper.

**( The above rates can be verified from the office og GNIDA)**

**Note:-**

- i) The Transfer charge shall be levied as applicable at the time of grant of transfer permission .
- ii) The rate of transfer charges, sector rate and of location benefit charges can be revised at any time without any notice.

DEFICIT EXTENSION CHARGES ( Difference in the amount of extension charges payable as per prevailing sector rate extension charges paid by the transferor) for the remaining extension period to be employed by the transferee calculation of the deficit extension charges , minimum period of month shall be taken into consideration.

#### CAUTION

Several cases have been reported to the Authority where the transfers have either revoked the power of Attorneys executed in the past and/or reported that the transfer papers are forged and have disputed the transfer of respective Plot/Shop/Kiosks. Prospective Transferees are advised to ensure that the transfer has signed the papers in his/he presence and must obtain the transfer permission at the earliest.

To be filled on samp paper of Rs.20/-

#### AFFIDAVIT FOR TRANSFER OF INSTITUTIONAL PLOT IN GREATER NOIDA

##### TERMS AND CONDITION OF TRANSFER

We, Shri,Smt./Km \_\_\_\_\_ ( Name of

Transferor) S/o,W/o, D/o Shri \_\_\_\_\_

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

Shri/Smt./Km. \_\_\_\_\_ ( Name of transferee)

S/o, W/o, D/o,

Shri \_\_\_\_\_

do hereby solemnly affirm and declare jointly on oath as under in respect of Industrial Plot No \_\_\_\_\_ Of \_\_\_\_\_ Sector \_\_\_\_\_ Greater Noida , District- Gautam Budh Nagar (U.P.)

1. That the transferor and Transferee are bonafide citizens of India and arer competent to contract
2. That the deponents understand that receipt of the transfer request and charges by athe Authority are understand that receipt of the transfer request and charges by the authority are purely provisional and do not provide /constitute any right to deponents for claiming grant of transfer permission by the Authority. The Authority reserves the right to decide the case on merit and is free to reject, the transfer charges deposited shall be refunded, No. interest, however, shall be payable on the deposits so made.