

Following documents are essential alongwith the application for Extension  
LOI

- 1) Covering Letter on letter head
- 2) Challan of Rs . 5000/
- 3) Project Bar Chart
- 4) Project Status certificate issued by Chartered Architect
- 5) Project Photographs
- 6) Affidavit in prescribed format
- 7) Details of developer in prescribed format
- 8) Networth of the company Certificate issued by Chartered Accountant
- 9) Six Monthly Report in prescribed format

:AFFIDAVIT:

(On Rs. 100/- non judicial Stamp Paper)  
(Notarized)

I/We \_\_\_\_\_ Son/Daughter/Wife/Widow  
of \_\_\_\_\_ Resident \_\_\_\_\_ of  
\_\_\_\_\_ authorised to do hereby solemnly affirm and declare as  
under:

- 1) That I/We hereby apply for Extension of Letter of Intent to Pvt. IT park viz. \_\_\_\_\_ (Name of the IT park)
- 2) That I/We am/are the developer of IT Park whose details are given below  
Name:  
Permanent Address:
- 3) That I/we am/are agree to apply for Extension of Letter of Intent to Private IT Park under the provision of IT & ITES Policy-2015.
- 4) That I/We am/are aware of all the criteria, norms and compliances required for private IT parks as finalized by State Government vide GR. No. ITP2005/C.No.3923/Udyog-7 dtd. 10<sup>th</sup> June 2005 as amended further from time to time.
- 5) That I/We will/have obtain/ already obtained all the statutory clearances/No Objection Certificates/Permissions/location clearances required for IT Park under the prevalent laws, regulations and rules in force.
- 6) That I/We shall be responsible for providing the infrastructure facilities as indicated at Point No. 6, 7 and 8 in Letter of Intent, which have been claimed to be offered by the developer in this proposed IT Park.
- 7) That I/We have submitted the relevant documents (*Undertaking*) to this office, in support of this claim. In case in the parameters of these infrastructure facilities seeks any deviation, I/We shall get them specifically approved by the competent authority.
- 8) That I/we undertake that we know the provisions of IT & ITES Policy-2009 GR. No. ITP-2009/CR-108/IND-2 dt.29.08.09 about the use of BUA for IT/ITES and support services . I/We will maintain the BUA for IT/ITES and support services as per the norms of Govt. Resolutions and further amended from time to time by Government.
- 9) That I/We undertake that we have applied for/received from approval from Govt. of India as per Industrial Park Scheme 2002, I/We know the provisions of GRs about use of BUA for IT/ITES and support services to that effect as per GR No. ITP2005/C No 1327/Udyog-2 dtd. 26.05.2006.
- 10) That I/We shall always follows the provision of DC rules of respective Local development Authority/Municipal Corporation/ Council etc.

11) That I/We will submit periodical self certified progress report every six month to Directorate of Industries as well as to Local development authority in the prescribed format about use of BUA for IT/ITES and support services. It is our responsibility to maintain those BUA for IT/ITES and support services as per norms, failing which suitable action to withdraw LOI/Registration to IT Park would be initiated.

12) That I/We am/are aware about the provisions of Government Resolution dated 03.05.2007 whereby Local development authority would initiate penal action as per MRTP act against developer as well as occupants for not using the built up area of IT Park for permissible activities as per norms .

13) That I/We will obtain the necessary registration/license, wherever required, under the relevant laws rules or orders for the time being in force, for carrying out activity undertaken.

14) I/We undertand that in case of failure to maintain BUA for IT/ITES and support services and also fulfill other provisions as per norms of Govt. resolutions issued form time to time, shall liable for cancellation of IT Park LOI

15) That I/We am/are aware about the provisions of Government Resolution ITP-2013/C.R. 309/Ind-2, dated 28/05/2014. I/We will obedience as per the norms of Govt. Resolutions and further amended from time to time by Government.

16) That I/We am/are aware about the provisions of Government Resolution No. ITP-2013/(C.R. No. 265)/INd-2, Dated 25/08/2015

17) That I/We am/are aware about the provisions of Amended Government Resolution No. ITP-2015/(C.R. No. 207)/INd-2, Dated 22/02/2016

That all particulars furnished in the application form are true, factual and correct.

Signature  
DEPONENT

-: VERIFICATION:

Verified and signed on this ----- day of -----

That the contents of the affidavit are true to the best of my knowledge and belief

Date

Place

DEPONENT

I Know the deponent.

Advocate

\*Strike out whichever is not applicable.

**Details to be furnished by the Developer Company with application**

	Details of IT Park Developer Co.	
01	A- Name	
02	Address. Office.	
	Tel. No Fax No. E-mail	
	• Date of Application	
	• Is the proposal for Letter of Intent <b>OR</b> Registration of IT Park?	
03.	• Name of <b>Directors</b> .	
04.	• Name of <b>key Person</b> .	
05.	• <b>Project Location Details.</b>	
	1. City survey number	
	2. Village	
	3. Taluka	
	4. District	
06	• <b>Status of Land</b>	
	i. Whether land is owned / leased & is it in Possession of the Developer?	
	ii. Whether proposed land has existing structures or is it vacant?	
	iii. Whether land redevelopment proposal has been approved by concerned authority?	
	iv. Whether NOC from labour Department for redevelopment of land has been obtained? (If applicable)	
07	• <b>Built up area Planned</b> for (In square Metres)	
	i. IT units	
	ii. ITES units	
	iii. Support.-services facility.	
	iv. Air handling	
	v. Electrical substation	
	vi. Parking for vehicles	
	vii . for any specific purpose	
	<b>TOTAL</b>	

08.	• Existing <b>Zoning/ reservations</b> , if any, on land use.			
09.	<b>a. Infrastructure!</b>			
	• <b>Requireme</b>			
	i. Road Connectivity.			
	ii. Power in MW			
	iii. Water in cubic metres			
	<b>b. Proposed arrangement.</b>			
	i Road connectivity			
	ii Water in cubic metres			
	iii. Power in MW			
10	• <b>Total Investment</b> in Crs.			
	i. Land Cost.			
	ii. Building inclusive of all infrastructure			
	TOTAL			
11.	• <b>Developer Company Net Worth</b> (Rs. In Crs.) Please provide certificate issued by C.A.			
	• <b>Source of funds for the project.</b> (Rs. In Crs.)			
	i. Own resource			
	ii. Borrowing / Loan			
	iii. Any other			
	TOTAL			
13.	• <b>Economic Benefits. (Proposed) ?</b>	No of units	Investment (Rs. In Crs.)	Employment
	i. IT units			
	ii ITES units			
	iii. support service			
	iv IT based Financial services (In MMR only)			
	v. Export potential in Crs.			

Seal and Authorized Signatory

Place:

Date :

## SIX MONTHLY PROGRESS REPORT – IT PARK

No	Item	Description
1	Name of the firm/Developer	
a)	Name of Proprietor/Partner/Managing Director	
b)	Office address	
c)	Name of key Person	
d)	Telephone/Fax/Mobile	
e)	E-mail of Key Person	
2	Status of Undertaking (Company/Partnership/Proprietorship)	
3.	Name of IT Park	
4.	Name of the IT Park LOI issuing Authority	
5.	LOI/Registration: Ref No.-----, dated	
6.	First Extension of LOI Ref No.-----, dtd.	
7.	Second Extension of LOI Ref No.-----, dtd.	
8.	Amendment of LOI: Ref. No. ----- dtd	
9.	Industrial Park Scheme: Ref. No. ----- dtd	
10.	<b>Project Location Details.</b>	
	1. City survey number	
	2. Village	
	3. Taluka	
	4. District	
11.	Total Investment (Rs. In Crs.)	
	i. Land Cost.	
	ii. Building inclusive of all infrastructure	
12.	<b>Source of funds for the project. (Rs. In Crs.)</b>	
13.	i. Own resource	
14.	ii. Borrowing / Loan	
15.	iii. Any other	
16.	Developer Company Net Worth (Rs. In Crs.) Please provide certificate issued by C.A.	
17.	Number of buildings planned & percentage of area developed	
18.	Area of the IT Park duly approved by Corporation (in	

	Sq. Mtrs.)		
19.	Additional area approved by Corporation. (for Balcony, Staircase, Lift, etc.)		
20.	Total approved area of the IT Park.		
21.	% of area occupied by IT/ITES units. (In Sq. Mt.)	% of area	Sq. Mtr
22.	% of area occupied by IT/ITES units. (In Sq. Mt.)		
23.	% of area occupied by Allied/Service units. (In Sq. Mt.)		
24.	% of area occupied by commercial units. (In Sq. Mt.)		
25.	Additional FSI avail - Y/N		
26.	Premium paid for additional FSI to corporation (Rs. In Lakhs)		
27.	Tentative date of completion of the IT Park (If IT Park Registered indicate Date of receiving Occupation Certificate by Corporation)		
28.	1. Details of installed capacity of Electrical sub-station KVA		
	2. Nos. of DG set and capacity KVA		
29.	Whether operation & maintenance is managed by owned or Society		
30.	Specific problems, if any, being faced in implementation & the reasons thereof,		
31.	Employment generated.		

Seal and Authorized Signatory

Place:

Date :

### STATUS OF OCCUPANTS (IT/ITES Units)

No	Name of the Unit	NIC code no.	Area allotted in sq mtrs.	Sale or lease	Date of occupation	LOI obtained from DIC (Details)	Investment in Plant & Machinery	Export Value During the period	Amount of stamp duty benefit (Rs. In Crs.)	Benefit avail During the period			No of Employment & % of Local Employ.	
										Oc tro i	E . D .	P r o p e r t y T a x	Total	%

### STATUS OF OCCUPANTS (Allied/Support services)

No	Name of the unit	Category of Unit	Area allotted in sq mtrs.	Sale or lease	Date of occupation	LOI obtained from DIC (Details)	Investment in Plant & Machinery	Amount of stamp duty benefit (Rs. In Crs.)	No of Employment & % of Local Employ.	
									Total	%

### A) STATUS OF OCCUPANTS (Commercial)

No	Name of the Company	NIC code no.	Area allotted in sq mtrs.	Sale or lease	Date of occupation	No of Employment & % of Local Employ.	

Seal and Authorized Signatory

Place:

Date :