

ANNEXURE – IV

Application for Letter of Intent is made to the Registering Authority for proposed Software / IT Enabled Service unit.

1. Name of Unit / Applicant :
2. a) Address for communication :
- b) Telephone No. :
- c) Fax No. :
- d) E-mail address :
3. (i) Location of the unit :
Address :
- (ii) Telephone No. :
- (iii) Fax No. :
- (iv) E-mail address :
4. Type of Organisation :
Proprietary/Partnership/Pvt. Ltd./
Public Ltd./Others
5. Udyog Aadhar Registration Number.
If granted by Govt. of India
dated (Please enclose copy of :
Udyog Aadhar Registration :
Certificate)
- 6 IEM/EOU granted by SIA, Ministry of :
Industry, Govt. of India (Please :
enclose copy of IEM/EOU)
7. Nature and details of Activities :
8. List and cost of equipment for :
Hardware/ software / IT enabled :
services (Please enclose separate :
sheet if required)
9. Annual Service capacity :

Signature and Seal of applicant

Date:

Place:

Annexure - VI-A

Format of the affidavit to be submitted by an industry for obtaining provisional registration as LOI for IT Enabled Service Unit.

A F F I D A V I T

(on Rs. 100 non-judicial stamp paper with Notarized)

Deponent Shri/Smt./Kum-----, Aged ----- years
Occupation-----, Resident of-----

I, the above named deponent, do hereby take oath and state on solemn affirmation as under :-

1. That I am proprietor/partner/director of the firm named

M/s.

and am authorised to execute this affidavit on behalf of this firm.

(2) That I/we propose to start a ITES unit for service activities of the following activities.

(i)

(ii)

(iii)

(iv)

(3) I/We hereby undertake that, the above mentioned activities are as specified by the Central Board of Direct Taxes (CBDT) under section 10TA of the Income Tax Rules

(4) That the Unit location is proposed at (full address) -----which is in industrial zone/residential/Commercial Zone/Private IT Park/Public IT Park/SEZ and does not violate any other locational restrictions for the time being in force.

1. That land/premises/Gala for the unit are owned by the firm by M/s. / Shri / Smt. -----
----- That M/s / Shri / Smt. ----- has given consent for the above use, on rental basis.

2. That it will be our responsibility to obtain all the statutory NOCs/permissions required to carry out the proposed activities. Since location of my Unit falls within Zone-I / Zone-II of MMR area I have obtained IT Park Letter of Intent/Registration from Directorate of Industries, Mumbai, under No. ----- dated -----
----- copy of which is enclosed.

(6)That I/we undertake that the annual turnover of the Information Technology Service/service enabled activity shall always exceed 75% of the total annual turnover of the unit.

(7) I/We undertake to refund to the State/Central Government all financial incentive/benefits under schemes assistance to IEM/Udyog Aadhar Sector along with interest as may be applicable under the scheme in force and as demanded by the concerned appropriate authority of the State/Central Government, in case it is found that the information submitted for obtaining the Registration is fraudulent.

1. That all the information/particulars submitted in the application form and in this affidavit are factual and correct and I/we shall be fully responsible for any discrepancy found later.

2. That in case my/our unit is registered as IEM/Udyog Aadhar, I shall have no claim to any controlled item required in the process of manufacture, from the Directorate of Industries, Mumbai, as per the provision of the policy in force.

(10)That I/we will comply with the laws regarding child labour.

Signature

DEPONENT'

Place:

Date

VERIFICATION

VERIFIED and signed on this day of -----20

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

Date :

Place :

Deponent

I know the deponent

Advocate

ELP-II
Form of declaration regarding employment of “Local Persons”

(To be filled in by New Industrial Undertaking)

Name of the Chief Promoter:

Name of the Industrial Undertaking: M/s.

Office Address: -----

Address of proposed location of the Unit: -----

1. I/ We undertake to employ in my / our new Industrial enterprise at least 50 % of local persons in the Supervisory category and 80% in all categories put together (including Supervisory Category).
2. I/We undertake that the Personnel Officer or an Officer employed in charge of recruitment in my / our proposed industrial enterprise will have knowledge of Marathi.
3. I/ We undertake that, while recruiting local persons, I/ We will verify the documents such as Domicile Certificate / Caste Certificate / School Leaving Certificates / Property Tax / any such document / Certificate for establishing a residence of minimum 15 years in the State of Maharashtra issued by relevant Competent Authority and will produce the same whenever required.

Place:

Date:

Signature of the Director/
Managing Director / General
Manager / Proprietor/Partner

* “Local Persons” is defined as one who has at least fifteen years domiciled in the State of Maharashtra.
** This declaration should be signed only by a person duly authorized to do so by the Industrial Enterprises

Alongwith following documents

- 1) MOA sets
- 2) MOU or agreement with developer sets
- 3) Board Resolution sets
- 4) Copy of IT Park LOI/Registration
- 5) Copy of IEM/Udyog Aadhar