

From:
Full Name:
(Proprietor/Partner/ Director/Chairman)
Name of the firm: -----
Address-----
Phone No.-----
Fax No. -----
E-mail -----
Date:

To,
Development Commissioner (Inds)
Directorate of Industries, Information Technology Branch,
New Administrative Building,
Opp. Mantralaya, Mumbai 400 032.

Subject: Application for de-nova Letter of Intent for IT Park.

Sir,

With reference to above cited subject, we hereby apply for de-nova Letter of Intent for IT park namely ----- located at -----

We are enclosing following self certified copies of documents for the same.

Sr. No.	List of documents	Page No.
1.	Application form duly fill up in prescribed format	
2.	Original copy of challan of Rs. 5000/- paid through RBI	
3.	Partnership constitution deed with firm Registration Certificate or certified (Copy of Certificate of Incorporation Memorandum & Article of Association.	
4.	Documents regarding Land 1) ⁷ / ₁₂ Extract 2) Property card 3) Sale deed/Conveyance deed.	
5.	Copy of the Registered Lease Agreement with owner in case where applicant is not an owner of the land. (mentioned in the Title Certificate), Power of Attorney.	
6.	Zone confirmation certificate from concerned Asst. Director, Town Planning.	
7.	Approved Building plan from the competent authority for IT user.	
8.	Intimation of Disapproval (IOD) (from Mumbai Municipal	

Sr. No.	List of documents	Page No.
	Corporation)	
9.	Permission for commencement of building construction issued by the competent authority.	
10.	Certificate from registered Architect indicating distribution of BUA to be used/utilized for I.T./ITES, support service sector with name of the developer and location of IT Park with Architect registration no. & seal.	
11.	Exemption certificate under ULC Act from the competent authority where applicable.	
12.	Supporting documents like letters from concerned agencies for supply of electric power, dedicated feeder line, last mile internet connectivity, stand-by power by DG set, etc.	
13.	Affidavit as per prescribed format duly notarized on Rs. 100/- stamp paper.	
14.	Other relevant documents for support of above, if any.	

You are requested to accept our proposal to issue IT Parks De-novo LOI favor of us, at an early date as possible.

Thanking you

Your faithfully,

Authorized Signatory
for M/s. _____

ANNEXURE – 2

Specimen Application for De-novo Letter of Intent for proposed Private IT Park

DIRECTOARTE OF INDUSTRIES
INFORMATION TECNOLOGY BRANCH

(To be submitted along with application fee of Rs. 5000/- by way of RBI Challan. Copy of the challan should be enclosed along with application)

1	Name and Address of Applicant :	:	
2	Constitution of the Applicant (Please enclosed registration certificate i.e. registration of firm, Certificate of Incorporation and Article of Association & Memorandum of Articles, etc.)	:	
3	Name of IT Park	:	
4	Location i] Survey Nos./Plot Nos. ii] Village/Town/ City iii] Taluka/District iv] Total Plot Area v] Area under ownership vi] Area under Lease	:	
	Please enclose copies of Conveyance / title deed / 7/12 Extract / property card / lease deed etc)	:	
5	Details of N.A. permission is issued by the concerned collector for the Information Technology Park	:	

6	Details of Zone conformation certificate issued by the competent authority from the Municipal Council/ Town Planning Department /Other concerned local authority)	:	
7	Details of exemption certificate obtained under u/s 20 ULC Act from the competent authority. (please enclosed copy, if applicable):	:	
8	Details of Letter of Intent as Private IT Park obtained previous from the Directorate of Industries. (Please enclosed copy)	:	
9	Details of NOC for Additional FSI obtained from the Directorate of Industries. (Please enclosed copy)	:	
10	Details of building plan approved by the competent authority	:	
11	Details of Intimation of disapproval (IOD)/ Commencement Certificate/Occupation Certificate issued by the competent authority	:	
12	Details of proposed utilization of the built up area. (As certified by Chartered Architect		

Total Area of Plot / Built up Area in Sq. meter	Built up area for IT unit in Sq. meter	Open Plot area for IT unit in Sq. meter	Built up area for support services in Sq. meter	Open Plot area for support services	in Sq. meter No. of Parking slots
13	Details of arrangements in respect Minimum 2 Mbps connectivity provided/ proposed to be provided		:		
14	Details of arrangements for supply of power @ 6 watts per sq. ft. on the total built up area, provision of an independent sub-station in the premises of the Park and a dedicated power feeder from the nearest source of the power supplying Company.		:		
15	Details of arrangement in respect of standby power generation of 30% of the total requirement of power at point No. 14 above.		:		
16	Details of the modality and plans for availing the benefit of 100% +100% additional FSI on this proposed Park, if envisaged		:		
17	Details in respect of management of the Park after completion of construction and allotment of space to IT units and Support services, and developer's responsibility towards in day to day management of the Park		:		

18 Declaration:

I hereby declare that the documentary evidence in support of the information/ particulars given by me in this application from is true and correct to the best of my knowledge and belief. I further undertake to use and ensure the use of the premises (including land and built up area) this Information Technology Park exclusively for Information Technology unit and support services and infrastructure.

Name & Signature of applicant

Place:

Date:

: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 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 De-nova 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^h 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 MRTTP 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.

Area Certificate for IT Park

I, Mr.----- hereby certify that, the utilization of BUA in the proposed IT Park Viz ----- located at ----- as per approved building plan having No.-----, dtd.----- is as under

Total Area of Plot, in Sq. meter	Total Built up area approved, in Sq. meter	Built up area for IT/ITeS unit, in Sq. meter	Built up area for support services, in Sq. meter	No. of Parking slots

Seal

Signature
Registration No.

Undertaking

Sub: Permission to develop Private IT Part namely " " in property bearing -----

I the undersigned authorized signatory of M/s. -----, hereby state that we will have power supply from the ----- on the basis of 6 W per sq. ft. for total built up area of ----- mtrs, and that is ----- watt approximately by single feeder line.

We hereby undertake to say that, we would provide "Diesel Generator Set" of---- ----- capacity for stand by Power Arrangement *for* electricity supply for subject project.

We hereby undertake to say that, we will have provided 2 Mbps Connectivity.

I hereby undertake to say that, we will abide by the terms and conditions of new decision for IT Policy for the percentage of 80% (eighty percent) of total area for IT use and balance 20% (twenty percent) area for support services for development of Information Technology Park.

I hereby undertake to say that, at least 2% Built up Area for incubation facilities for new units and agree to abide by the guidelines being formulated by the State Government for allotment of space, rentals to be charged, maintenance charges to be levied etc.

Whatsoever stated above is true to be the best of our knowledge and belief.

Authorized Signatory

Place:

Date :

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 OR Registration of IT Park?	
03.	• Name of Directors .	
04.	• Name of key Person .	
05.	• Project Location Details.	
	1. City survey number	
	2. Village	
	3. Taluka	
	4. District	
	• Status of Land	
06	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	• Built up area Planned 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	
	TOTAL	
08.	• Existing Zoning/ reservations , if any, on land use.	

09.	a. Infrastructure!				
	• Requireme				
	i. Road Connectivity.				
	ii. Power in MW				
	iii. Water in cubic metres				
	b. Proposed arrangement.				
	i Road connectivity				
	ii Water in cubic metres				
iii. Power in MW					
10	• Total Investment in Crs.				
	i. Land Cost.				
	ii. Building inclusive of all infrastructure				
	TOTAL				
11.	• Developer Company Net Worth (Rs. In Crs.) Please provide certificate issued by C.A.				
12.	• Source of funds for the project. (Rs. In Crs.)				
	i. Own resource				
	ii. Borrowing / Loan				
	iii. Any other				
TOTAL					
13.	• Economic Benefits. (Proposed) ?		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. (if not obtained please specify reason)	
7.	Second Extension of LOI Ref No.-----, dtd. (if not obtained please specify reason)	
8.	Amendment of LOI: Ref. No. ----- dtd	
9.	Project Location Details.	
	1. City survey number	
	2. Village	
	3. Taluka	
	4. District	
10.	Total Investment (Rs. In Crs.)	
	i. Land Cost.	
	ii. Building inclusive of all infrastructure	
11.	Source of funds for the project. (Rs. In Crs.)	
12.	i. Own resource	
13.	ii. Borrowing / Loan	
14.	iii. Any other	
15.	Developer Company Net Worth (Rs. In Crs.) Please provide certificate issued by C.A.	
16.	Number of buildings planned & percentage of area developed	

17.	Area of the IT Park duly approved by Corporation (in Sq. Mtrs.)		
18.	Additional area approved by Corporation. (for Balcony, Staircase, Lift, etc.)		
19.	Total approved area of the IT Park.		
20.	% of area occupied by IT/ITES units. (In Sq. Mt.)	% of area	Sq. Mtr
21.	% of area occupied by IT/ITES units. (In Sq. Mt.)		
22.	% of area occupied by Allied/Service units. (In Sq. Mt.)		
23.	% of area occupied by commercial units. (In Sq. Mt.)		
24.	Additional FSI avail - Y/N		
25.	Premium paid for 100% additional FSI to corporation (Rs. In Lakhs) enclosed receipt		
26.	Tentative date of completion of the IT Park (If IT Park completed indicate Date of receiving Occupation Certificate by Corporation)		
27.	1. Details of installed capacity of Electrical sub- station KVA		
	2. Nos. of DG set and capacity KVA		
28.	Whether operation & maintenance is managed by owned or Society		
29.	Specific problems, if any, being faced in implementation & the reasons thereof,		
30.	Employment generated.		

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 :

ANNEXURE – 3

Following documents are essential alongwith the application for De-novo LOI

- 1) Documents regarding constitution.
- 2) Documents regarding Land (7/12)
- 3) In case where applicant is not a owner of the land
 - a) Agreement with owner and land.
 - b) Letter regarding acquisition of land.
- 4) Copy of challan of Rs. 5000/- fees paid.
- 5) Zone confirmation certificate from Asstt. Director, Urban Development or competent authority.
- 6) Building plan approved by competent authority.
- 7) Permission for commencement of building issued by competent authority (commencement certificate)
- 8) Certificate from approved Architect indicating distribution of BUA to be used/utilised for I.T. industry and for other purposes.
- 9) Permission of competent authority under Urban Land Ceiling (ULC)
- 10) Intimation of Disapproval (IOD) from local body/Mumbai Municipal corporation.
- 11) Supporting documents like letters from concerned agencies regarding supply of electricity, dedicated feeder line, last mile connectivity, stand by power, etc.
- 12) Details of developers in prescribed format
- 13) Affidavit as per prescribed format duly notaries on Rs. 100/- stamp paper.
- 14) Previous LOI Copy