

BT Branch

Date :-7.03.2015

Sr. No.	Services Provided by the Office	Required Documents	Period of service after duly completed application	Name of the Officer who provide services	Appellate Authority for Complaint if service not provided within period
1.	Letter of Intent (LOI) to Private BT Park	Application form duly fill up in prescribed format with following documents:- <ol style="list-style-type: none">1. Partnership constitution deed with firm Registration Certificate or certified (Copy of Certificate of Incorporation Memorandum & Article of Association2. Documents regarding Land (7/12)3. Original copy of challan of Rs. 5000/- paid through RBI4. Zone confirmation certificate from concerned Asst. Director, Town Planning5. Approved Building plan from the competent authority for BT user	7 days	Joint Director of Industries (BT) Tel. No. 022- 2202 8308 Fax No.. 022 - 2202 6826 Email- svpatil.mum@gmail.com jtdir@maharashtra.gov.in	Development Commissioner (Inds.) Tel No. 022- 2202 8616 Fax No. 022 -2202 6826 Email- didci@maharashtra.gov.in

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		<p>6. Permission for commencement of building construction issued by the competent authority</p> <p>7. MPCB Consent</p> <p>8. 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.</p> <p>9. Affidavit as per prescribed format duly notarized on Rs. 100/- stamp paper.</p> <p>10. Building Plan Approval issued by Directorate of Industrial Safety & Health</p>			
2.	NOC for Additional FSI to Private BT Park	<p>Application form with following documents:-</p> <p>1. Original copy of challan of Rs. 5000/- paid through RBI</p>		<p>Joint Director of Industries (BT)</p> <p>Tel. No. 022- 2202 8308</p>	<p>Development Commissioner (Inds.)</p> <p>Tel No. 022- 2202 8616</p>

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		2. Copy of Letter of Intent (LOI). 3. Approved Building plan from the competent authority		Fax No.. 022 - 2202 6826 Email- svpatil.mum@gmail.com jtdir@maharashtra.gov.in	Fax No. 022 -2202 6826 Email- didci@maharashtra.gov.in
3.	Amendment in w.r.to BUA etc. to Private BT Park LOI	Application form with following documents:- 1. Original copy of challan of Rs. 5000/- paid through RBI 2. Copy of Letter of Intent (LOI). 3. Approved Building plan from the competent authority	5 days	Joint Director of Industries (BT) Tel. No. 022- 2202 8308 Fax No.. 022 - 2202 6826 Email- svpatil.mum@gmail.com jtdir@maharashtra.gov.in	Development Commissioner (Inds.) Tel No. 022- 2202 8616 Fax No. 022 -2202 6826 Email- didci@maharashtra.gov.in
4.	Extension	Application form with	5 days	Joint Director of	Development

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	for validity of LOI to Private BT Park	following documents:- 1. Original copy of challan of Rs. 5000/- paid through RBI 2. Registered Architecture Certificate regarding progress of construction of IT Park Bldgs. and Bar Chart. 3. Six Monthly Progress Report./Company Networth&Balanch Sheet 4. Affidavit as per prescribed format duly notarised on Rs. 100/- stamp paper		Industries (BT) Tel. No. 022- 2202 8308 Fax No.. 022 - 2202 6826 Email- svpatil.mum@gmail.com jtdir@maharashtra.gov.in	Commissioner (Inds.) Tel No. 022- 2202 8616 Fax No. 022 -2202 6826 Email- didci@maharashtra.gov.in
5.	Registration Certificate to BT Park	1. Building Completion Certificate from competent authority Building Occupancy Certificate from competent authority 2. Registration Certificate of occupied BT Units. 3. Original copy of challan	10 days	Joint Director of Industries (BT) Tel. No. 022- 2202 8308 Fax No.. 022 - 2202 6826	Development Commissioner (Inds.) Tel No. 022- 2202 8616 Fax No. 022 -2202 6826 Email-

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		<p>of Rs. 5000/- paid through RBI</p> <p>4. Affidavit as per prescribed format duly notarized on Rs. 100/- stamp paper</p> <p>5. MPCB Consent</p> <p>6. 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, water connection & CFC etc</p> <p><u>Following Documents required for Direct Registration :-</u></p> <p>1. Partnership constitution deed with firm Registration Certificate or certified (Copy of Certificate of</p>		<p>Email- svpatil.mum@gmail.com</p> <p>jtdir@maharashtra.gov.in</p>	<p>didci@maharashtra.gov.in</p>

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		<p>Incorporation Memorandum & Article of Association</p> <p>2. Documents regarding Land (7/12)</p> <p>3. Zone Confirmation Certificate</p> <p>4. Approved Building Plan</p> <p>5. (Building Completion Certificate) / (Occupancy Certificate).</p> <p>6. MPCB Consent</p> <p>7. Original copy of challan of Rs. 5000/- paid through RBI</p> <p>8. 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, water connection & CFC etc</p> <p>9. Building Plan Approval issued by Directorate of Industrial Safety and</p>			

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		Health.			

