

Checklist for Transfer Permission

A. Transferor Documents

- a. Transfer Application Form
- b. Original Allotment Letter
- c. Original Possession Letter
- d. Original Lease Deed
- e. Permanent SSI / SIA / EM Part II (as applicable)
- f. Copy of MoA and AoA (if applicable)
- g. List of Directors duly signed by CA at the time of allotment and as on date (if applicable)
- h. List of Shareholders duly signed by CA at the time of allotment and as on date (if applicable)
- i. Partnership Deed Notarised at the time of allotment and as on date (if applicable)
- j. Sales Bills
- k. Purchase Bills
- l. Board Resolution
- m. Bank Attested Signature of Authorised Person
- n. Pan Card of Firm
- o. Pan Card of Authorised Person
- p. Sales tax registration certificate
- q. Electric Meter Sealing Certificate
- r. Electricity Bill for the last month
- s. If Partnership firm, depute any authorised person then GPA notarised
- t. Processing Fees as per slab
- u. If mortgaged, then NOC from Bank
- v. ID Proof with address of Authorised Person

B. Transferee Documents

- a. Project Report duly signed by CA
- b. MOA and AOA (if applicable)
- c. List of Directors duly signed by CA (if applicable)

- d. List of Shareholders duly signed by CA if applicable)
- e. Board Resolution / GPA (if applicable)
- f. Pan Card of Firm
- g. Pan Card of Authorised Person / Proprietor / Partner
- h. Bank Attested Signature of Authorised Person / Proprietor / Partner
- i. ID Proof with address of Authorised Person / Proprietor / Partner
- j. Whether any suit / writ filed for or against industry