

Checklist for Subletting

A. Original Allottee

1. Application Form
2. Reasons for Renting of property
3. Draft Rental Agreement
4. Original Allotment Letter
5. Original Possession Letter
6. Original Lease Deed
7. Permanent SSI / SIA / EM Part II (as applicable)
8. Copy of MoA and AoA (if applicable)
9. List of Directors duly signed by CA at the time of allotment and as on date (if applicable)
10. List of Shareholders duly signed by CA at the time of allotment and as on date (if applicable)/
11. Partnership Deed Notarised at the time of allotment and as on date (if applicable)
12. Board Resolution

B. Sub-Lessor

1. Project Report duly signed by CA
2. MOA and AOA (if applicable)
3. List of Directors duly signed by CA (if applicable)
4. List of Shareholders duly signed by CA if applicable)
5. Board Resolution / GPA (if applicable)
6. Pan Card of Firm
7. Pan Card of Authorised Person / Proprietor / Partner
8. Bank Attested Signature of Authorised Person / Proprietor / Partner
9. ID Proof with address of Authorised Person / Proprietor / Partner
10. Whether any suit / writ filed for or against industry