

Checklist for Transfer in Departmental Industrial Estates

A. Transferor Documents

1. Transfer Application Form
2. Original Allotment Letter
3. Original Possession Letter
4. Original Lease Deed
5. Permanent SSI / SIA / EM Part II (as applicable)
6. Copy of MoA and AoA (if applicable)
7. List of Directors duly signed by CA at the time of allotment and as on date (if applicable)
8. List of Shareholders duly signed by CA at the time of allotment and as on date (if applicable)/
9. Partnership Deed Notarised at the time of allotment and as on date (if applicable)
10. Sales Bills
11. Purchase Bills
12. Board Resolution
13. Bank Attested Signature of Authorised Person
14. Pan Card of Firm
15. Pan Card of Authorised Person
16. Sales tax registration certificate
17. Electric Meter Sealing Certificate
18. Electricity Bill for the last month
19. If Partnership firm, depute any authorised person then GPA notarised
20. Processing Fees as per slab
21. If mortgaged, then NOC from Bank
22. ID Proof with address of Authorised Person

B. Transferee Documents

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