

Checklist for New Plot / Land Allotment

A. For Proprietorship Firm

- a. Detailed Project Report
- b. EMD and Processing Fee Details
- c. Identity Proof
- d. Address Proof
- e. Bank Attested Signature
- f. 2 Passport Size Photographs

B. For Partnership Firm

- a. Detailed Project Report
- b. EMD and Processing Fee Details
- c. Copy of Partnership Deed
- d. Copy of Power of Attorney
- e. Identity Proof
- f. Address Proof
- g. Bank Attested Signature
- h. 2 Passport Size Photographs

C. For Private Ltd. Company

- a. Detailed Project Report
- b. EMD and Processing Fee Details
- c. Copy of Articles and Memorandum of Association
- d. List of Directors and Shareholders with Shareholding certified by CA
- e. Copy of Board Resolution
- f. Identity Proof
- g. Address Proof
- h. Bank Attested Signature
- i. 2 Passport Size Photographs

D. For Public Ltd. Company

- a. Detailed Project Report
- b. EMD and Processing Fee Details

- c. Copy of Articles and Memorandum of Association
- d. List of Directors and Shareholders with Shareholding certified by CA
- e. Copy of Board Resolution
- f. Identity Proof
- g. Address Proof
- h. Bank Attested Signature
- i. 2 Passport Size Photographs

E. For Individual / HUF / Government

- a. Detailed Project Report
- b. EMD and Processing Fee Details
- c. Identity Proof
- d. Address Proof
- e. Bank Attested Signature
- f. 2 Passport Size Photographs

F. Additionally when FDI option is selected

- a. Copy of Application submitted to RBI for FDI Approval
- b. Copy of Approval of RBI

G. Additionally, when applying for adjoining property

- a. Project Report for expansion of business
- b. Documents showing details of Capital Investment & Details of Sources of Invest for Business Expansion
- c. Copy of last three years Electricity Bills (including latest)
- d. Copy of last three years Water Bills (including latest)
- e. Copy of last three years Profit and Loss A/c Statements (including latest)
- f. Copy of last three years Balance Sheet (including latest)
- g. Layout for the land demanded for expansion purpose
- h. Details of Machineries required and layout for the expansion