



NSIC BUSINESS PARK , NEW DELHI

APPLICATION FORM

1. Name of the Company: _____
2. Complete Address: _____
3. Telephone/Fax: _____
Email: _____
4. Constitution of your Company: Proprietorship/ Partnership/ Pvt. Ltd./ Ltd.
5. Date of Establishment: _____
6. In case of public or Pvt. Ltd./ Partnership/ Sole Proprietorship concern, state the followings:

Name(s) of Proprietor/ Partners/ Directors	Age	Father's/ Husband's Name	Share(s) in Firm/ Company	Residential Address	Qualification	Business Experience

(Please attach separate sheet, if necessary)

Note:

- In case of private/ public limited company a copy of Articles of Memorandum to be submitted
- In case of partnership company a copy of the partnership deed to be submitted.

7. Name(s) of the person(s) authorized to:
sign on behalf of the applicant Company
(Enclose authorization letter)

8. Whether the Unit is

EXISTING / NEW

9. Proposed line of activities:

10. No. & date of Entrepreneur Memorandum
(If applicable, enclose copy)

11. Area required and floor preference

Area required: - _____

Floor Preference – I _____

Floor Preference – II _____

Floor Preference – III _____

Floor Preference – IV _____ and Higher
floor as available in Business Park

12. Period for which space is required :
(Minimum Period is three years)

13. Details of Registration money:

Amount _____ Draft No. & Date _____

Name & Branch of issuing bank _____

Signature of Authorized
Persons with Official Stamp

DECLARATION:-

I had carefully gone through all the terms & conditions & Statement of Charges & accept the same.

Signature of Authorized
Persons with Official Stamp

The General compliances applicable on the occupants of NSIC- Business Park at New Delhi are as follows:

1. Lease rent will be charged on the super built-up area of the Demised Premises. The Super built-up area will be equivalent to 1.35 times of Carpet area of the Demised Premises.
 2. The Lease Rental shall be reviewed after three years and the revised rent as approved by the competent authority of NSIC shall be binding upon the unit.
 3. The module will be allotted on as is where is basis. The further improvement works like interior decorations, temporary internal partitions etc. shall be carried out by the party at their own cost subject to prior approval of NSIC.
 4. All the other statutory payments like GST, etc as applicable by the Central/State Govt. from time to time shall be payable separately by the lessee/allottee in addition to lease rental and other charges.
 5. The annual increase in the lease rental shall be as approved by the competent authority of NSIC.
 6. Housekeeping and maintenance of the common area shall be undertaken by NSIC. However, the allottee shall be responsible for housekeeping and maintenance of the area allotted to him.
 7. The space allotted should be used only for the purpose for which allotment has been made.
 8. The space will be allotted for a minimum period of 3 years. However if the unit desirous to get the space allotted for more than 3 years, the same can be considered subject to the approval of the Competent Authority of NSIC.
 9. On the expiry of lease period if the allottee desires to extend the lease period, the same can be considered subject to approval of competent authority of NSIC on mutually agreed terms & conditions.
 10. Registration money is payable by the unit as approved by competent authority of NSIC from time to time. The Registration money should be payable through DD/ RTGS/ NEFT in favouring "NSIC Ltd.", payable at New Delhi In this case no interest on registration money will be paid. (Kindly also refer terms and condition of allotment)
 11. In case of successful applicants who have been allotted the space, the registration money will be adjusted against their Security Deposit. In case the applicant withdraws application either at processing stage or after issuance of allotment letter or does not take possession of the allotted premises before the stipulated date mentioned in the allotment letter, its allotment of space will automatically stand cancelled and registration money will be forfeited. In case, NSIC refuse the application on valid grounds, the registration money will be refunded without any interest.
- 12. Following documents are to be attached along with the application form:**
- i) Copy of registration with DIC (In case of MSME unit)
 - ii) Copy of ROC registration(In case of Company)
 - iii) Residence proof.
 - iv) Copy of Memorandum and Articles of Association of the company in case of Pvt. Ltd. Or Public Ltd. Company.
 - v) Board resolution in favour of Authorised signatory in case of Pvt. Ltd. Or Public Ltd. Company.
 - vi) Copy of Partnership deed in case of Partnership Company.
 - vii) Power of Attorney in favour of Authorised signatory in case of Partnership Company.

- viii) Registration money
- ix) Proposed line of activity
- x) Business projections of the company for next 5 years
- xi) Copy of GST / PAN No.
- xii) Copy of 3 year Audited Balance Sheet, and projections of the company for next 5 years.
- xiii) Brief background of the Directors of the company

Signature of Authorized
Person(s) with Official Stamp