

IN CASE OF DSIDC BUILT UP PLOTGS/SHEDS

PART –1 – (To be filed by the Lessee /Allottee / Applicant or Attorney

Name of the Industrial Area:

1.
 - (i) Name of the present applicant Unit:
 - (ii) Present constitute of the Unit
(Proprietary/Partnership/Private Limited Company/
Limited Company / Co-operative Society/Regd. Society/Others
 - (iii) Name(s) of the proprietor/Partners/Directors/
Managing Committee Members
2. Details of the property
 - (i) Plot No.
 - (ii) Plot Area (in sq. metre)
 - (iii) Sector/Phase No.
 - (iv) Block No.
 - (v) Pocket No.

Signature of Lessee/
Allottee/Applicant or Attorney

PART – II (To be filled by an Authorised Officer of DSIDC)

1.
 - (i) Name of the original allottee Unit
 - (ii) Constitution of the allottee unit
(Proprietary/Partnership/Private Limited Company/
Limited Company / Co-operative Society/Regd. Society/Others
 - (iii) Name(s) of the proprietor/Partners/Directors/
Managing Committee Members
2.
 - (i) Name of the Unit
(last recognized by the DSIDC)
 - (ii) Constitution of the unit (last recognized by the DSIDC)
(Proprietary/Partnership/Private Limited Company/
Limited Company / Co-operative Society/Regd. Society/Others
 - (iii) Name(s) of the proprietor/Partners/Directors/
Managing Committee Members
3. Date of physical possession
4. Whether the lease deed executed and registered
If yes, indicate

(i)	Regn.No.	
(ii)	Book No.	
(iii)	Vol. No.	
(iv)	Page From	To
(v)	Date	

5.
(i) Whether factory building has been constructed on the plot
(ii) If yes, give details of documentary evidence showing completion of the building
6.
(i) Whether use of the property is as per lease deed/allotment letter master plan
(ii) If not, the area of the portion being used for the purpose other than the prescribed use.
(iii) Type of activities being carried out in the portion referred at 8(ii) above.
7.
(i) Whether property stands mortgaged
(ii) If yes, name(s) and address(s) of the financial institutions/banks with whom mortgaged.
- 8
(i) Whether lease allotment was cancelled/property re-entered
(ii) If yes, whether restored
9. Whether there is any dispute pending in a Court of Law regarding the title of the property
10. Whether any application for Substitution /Mutation is pending
11. Whether there is any violations done by the allottee/occupant.
(i) Unauthorised construction
(ii) Unauthorised on Government Land
(iii) Unauthorised subletting
(iv) Misuse of premises
(v) Sub-division /Amalgamation of plot
(vi) Any other violation
12.
(i) Amount of yearly ground rent of plot as per allotment/demand letter
(ii) Whether upto date of ground rent alongwith interest for belated payment
(iii) Outstanding dues, if any.

Authorised Signatory of DSIDC
Name
Designation

Place
Date

Form Serial No.

ACKNOWLEDGEMENT

**Office of the Commissioner of Industries
Udyog Sadan, Patparganj Industrial Area,
Delhi**

Received application from
Sh./Smt./Km./-----

For conversion of Lease hold rights into
Free hold in respect of Industrial
Property ----- alongwith
documents as under:-

1. Undertaking duly attested
2. Affidavit duly attested
3. Indemnity Bond duly attested
4. Copy of POA(S) alongwith Sale Agreement(Where application is made by attorney), duly attested
5. Copy of Completion Certificate/"D" form (in respect of plot) duly attested
6. Proof of Physical Possession of the person in whose name the conversion is sought viz., copy of possession letter or slip/House Tax receipt/Property Tax Receipt/Ration Card/Passport/Driving licence/I.Card etc. duly attested
7. 4 attested passport size photographs and 4 attested specimen signature of the person in whose favour the Conversion is sought.
8. Details of Payment of ground rent in Annexure 'H'.
9. Copy of lease deed/conveyance deed/allotment letter duly attested
10. Copy of N.O.C. from the mortgagee(s) duly attested
11. Bank draft No. _____ Dated _____
Drawn on _____ for Rs. _____
12. For DSIDC Areas only
Certificate as per Annexure-I dated _____
13. _____

(Any other documents annexed to be mentioned here)

Date _____ Signature of the
Receipt Clerk with seal
of the office

Form Serial No.

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