

**APPLICATION FOR CHANGE IN MANAGEMENT / TRANSFER OF LEASEHOLD RIGHTS  
OF THE ALLOTTED PLOT**

1	Name of the SIPCOT Industrial Complex/ Park /Growth Centre located.	
2.	Name and full address of the allottee unit	
	Telephone No / Mobile No.	
	E-mail	
3.	Constitution (Prop. / Partnership / Pvt. Ltd. Co. / Public Ltd. Co / Co-op. Society / others – Please specify)	
4.	Product details: Status on obtaining CTE/CTO from TNPCB & Renewed approval (Copy to be enclosed)	
5.	Date of Lease deed /Modified Lease deed/ Rectification Deed executed / registered with details	
6.	Status of implementation of the project in the allotted plot.  Functioning status and proof for functioning such as EB card / EB payment receipts, Invoice copies, water charge payment receipts of SIPCOT, Annual Report/ Balance Sheet etc. for a minimum period of 4 years should be furnished.	
7	Whether any NOC issued by SIPCOT to mortgage the leasehold rights of the allotted plot.  If yes,  Copy of No Objection Certificate/ No Dues Certificate from Bank / Financial Institution should be furnished for the proposed change in management / transfer of lease hold rights of the allotted plot.	Yes / No
8	List of Directors / shareholding pattern of the company along with its body corporate up to individual level at the time of allotment and as on date duly certified by a CA / CPA. (as per check list)	

9	Whether built up area in the allotted plot has been sub-leased to group company / third party etc.,  If yes, a. Date of approval from SIPCOT, built up area sub leased and the period of sub lease. b. Copy of termination agreement (as per check list)	Yes / No
10	Name and Address of the proposed purchaser / transferee	
11	Copy of request/consent letter from the purchaser/ transferee enclosed	
12.	Constitution of the transferee company. If Pvt./ Public/ Partnership furnish required documents as per the check list.	
13.	Products to be manufactured by the transferee company.	
14	Whether the transfer/ Change in management is through scheme of amalgamation?  If yes, furnish the required documents as per checklist.	Yes/ No.
12.	Whether the transfer of leasehold rights is through auction purchase from Banks / Financial Institutions / Official liquidator?  If yes, furnish the following: (a) Copy of Sale Certificate issued by the Banks / Financial Institutions / Official liquidator. (b) Copy of letter indicating the date of taking possession of the subject plot by the auction purchaser.	Yes/ No.

Note : The application to be submitted along with documents as per the check list attached.

PLACE :  
DATE :

SIGNATURE OF AUTHORISED  
PERSON OF THE COMPANY  
(with seal)

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Note:- This application should be sent directly to:

The Managing Director,  
SIPCOT Ltd.,  
19-A, Rukmani Lakshmi pathy Road,  
Egmore, Chennai 600 008.

**Tel : 28554787**

**Fax : 28513978/42177333 E-mail: sipcot@md3.vsnl.net.in**

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**Checklist for change in management / transfer of leasehold rights of the allotted plot:**

The allottees have to furnish the following requisite documents / particulars to examine and process their request for change in management:

**ALLOTTEE / TRANSFEROR:**

1. Request letter signed by Proprietor / All partners / authorised signatory along with necessary Board resolution.
2. Board's consent (Resolution) for transfer of leasehold rights in the case of company (Pvt. / Public Ltd).
3. List of Directors and shareholding pattern of the company at the time of allotment and as on date up to individual level / ultimate holding company (Break up details of share holding pattern viz. (i) Promoter & Promoter Group (ii) Body Corporate up to individual level and (iii) Financial Institutions, etc duly certified by a CA / CPA in their letter head).
4. Functioning status and proof for functioning such as EB card / EB payment receipts, Invoice copies, water charge payment receipts of SIPCOT etc. for a minimum period of 3 years.
5. For allottees in SEZ, copy of renewal of Letter of Acceptance (LoA) obtained from MEPZ.
6. Copy of Audited Annual Reports for the last 3 years.
7. Copy of No Objection Certificate / No Dues Certificate from Bank / Financial Institution, to whom earlier NOC was issued to mortgage the lease hold rights of the allotted plot.
8. Copy of termination agreement, if the allottee was permitted to sub-lease a portion of the built up area of the subject plot.
9. In case of Amalgamation/ Merger / De-merger, copy of Amalgamation / Merger / De-merger orders issued by the Court / NCLT.
10. In case of Amalgamation/ Merger / De-merger furnish shareholding pattern as at the time of allotment, before Amalgamation/ Merger / De-merger and after Amalgamation/ Merger / De-merger duly certified by CA/CPA.
11. Pending issues / dues, if any, with SIPCOT to be settled.

**PROPOSED PURCHASER / TRANSFEREE :**

1. Request / consent letter from the proposed purchaser / transferee.
2. Copy of Audited Annual Reports for the last 3 years and Memorandum and Articles of Association along with Certificate of Incorporation.
3. Detailed Project report, including the product to be manufactured, process etc.
4. List of Directors and shareholding pattern of the company at the time of allotment and as on date up to individual level / ultimate holding company (Break up details of share holding pattern viz. (i) Promoter & Promoter Group (ii) Body Corporate up to individual level and (iii) Financial Institutions, etc duly certified by a CA / CPA in their letter head).
5. In case auction purchase from Banks / Financial Institutions / Official liquidator
  - (a) Copy of Sale Certificate issued by the Banks / Financial Institutions / Official liquidator.
  - (b) Copy of letter indicating the date of taking possession of the subject plot by the auction purchaser.

Sd/\*\*\*\*  
MANAGING DIRECTOR