

PROFORMA.

1	Name of the Applicant	
2	Address	
3	Name of the authorized person with contact number Telephone No. Mobile No.	
4	In case of Individuals a) Identity Proof b) Address Proof c) PAN card copy d) Bank Account Details: such as – SB/Current A/c No, Branch, Bank Name & Attach copy of 3 months statement. e) Nature/Details of Business	
5	In case of Company /Partnership firms: a) Full Particulars of Business b) Copies of Trade Licenses c) Partnership Deed/ Memorandum & Articles of Association d) Copy of Last 3 years Audited Balance Sheet & Income Tax Returns	
6	Floor & area required	Floor: _____ Area (sft)
7	Purpose for which the premises will be utilized.	
8	Rent Offered per sqft. (Excluding all Taxes/levies)	
8	Electrical load required.	
9	Other Requirements/ Relevant information if any, may be provided as annexure to this proforma	

Note: Private establishments have to give full details of their Company Name, nature of Business carried out, Place of Administrative Office, Name & Designation of the authorized person to negotiate and other details through an Annexure to this proforma.

Place:

Date:

Seal & Signature of the Authorised Person.