

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, 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 (Sq.ft.):
7	Purpose for which the premises will be utilized.	
8	Rent Offered per sq.ft(Excluding all Taxes/levies)	
9	Electrical load required.	
10	Other Requirements/Relevant information if any, may be provided as annexure to this Performa	

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 as Annexure to this Performa .

Place

Signature.