



Chairman 2237-3046  
Managing Director 2221-6390  
Executive Director 2236-7241  
Estate Manager 2225-2926  
Executive Engineer 2225-7291  
Infro Divn. & A/c.'s 2237-3895  
Fax : 2234-6057

# THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPN. LTD.

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

Regd. Office : SILPA BHAVAN  
31, Black Burn Lane, 2nd Floor  
Kolkata-700 012

No. SB.1/2716/10/19-20

Date. 13/03/2020

## Notification

### Check List of documents for Estate Service

To facilitate the e-services for land allotment and others in different Industrial/Commercial Estates under WBSIDCL and to promote Ease of Doing Business in West Bengal, it is necessary that such service will be provided by using the portal <https://silpasathi.in/> or <http://www.wbsidcl.in/> to make it more accountable, transparent and user friendly.

WBSIDCL has introduced various services, named 'Estate Service' to the prospective entrepreneurs at different Industrial Estates/Commercial Estates with active support of the State Government.

- + NOC for Financial Assistance
- + Induction of Director/Partner
- + Change in Activity
- + Change of Name and Status of the Company/Firm
- + Amalgamation of Premises
- + Conversion of Lease
- + Surrender of Lease
- + Renewal of Lease
- + Transfer of Lease

For availing the above services, applications are to be submitted through online along with the following necessary documents for due assessment of the proposal

#### + NOC for Financial Assistance :

- Application in prescribed format duly signed by FI/Allottee
- Maintenance charge payment receipt from association (if handed over).
- No due certificate (if earlier any NOC issued).



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### + Induction of partner /Director :

- Application in prescribed format
- Board resolution (in case of Pvt. Ltd. Co. Or Ltd. Co.).
- Partnership deed. (if partnership firm)
- Dissolution of partnership deed (if dissolution done). (for partnership).
- MGT - 7 (in case of Pvt. Ltd. Co. or Ltd. Co.)
- Legal heirship certificate (in case of death of earlier partner / director whose legal heirs are to be inducted).
- Maintenance charge payment receipt from association (if handed over).

### + Change of Product / Change in Activity:

- Application in prescribed format
- Project report (vetting not mandatory).
- Copy of categorization made by WBPCB
- Board resolution (in case of Pvt. Ltd. co. Or Ltd. Co.)
- Maintenance charge payment receipt from association (if handed over).
- Copy of UAM (earlier Product).

### + Change of Name and Status of the Company/Firm :

- Application in prescribed format
- Documentary evidence in support of change (Such as partnership deed, memorandum & Articles of Association).
- Ownership detail.
- Maintenance charge payment receipt (if handed over).
- From association
- MGT- 7 (if Pvt. Ltd. Co. or Ltd. Co.)
- No due certificate (if NOC issued).



Chairman	2237-3046
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No. SB-1/2716/10/19-20

Date... 13/02/2020

## + Amalgamation of Premises :

- Application in prescribed format
- 2 nos. deed (if registration done).
- Building plan (if building constructed).
- Allotment letter/transfer offer / conversion offer as the case may be
- Maintenance charge payment receipt from association (if handed over).
- Undertaking in the form of 'Affidavit' in case of any unauthorised construction that the unit would be liable.

## + Conversion of Lease:

- Application in prescribed format
- Building plan (if building constructed)/ NOC from WBSIDCL.
- Procession Letter.
- Allotment letter/transfer offer / conversion offer as the case may be .
- Photocopy of executed lease deed.
- Maintenance charge payment receipt from association (if handed over).
- No Due Certificate from Bank/Fl.
- Undertaking in the form of 'Affidavit' in case of any unauthorised construction that the unit would be liable.

## + Surrender of Lease :

- Application in prescribed format
- Building plan (if building constructed).
- Allotment letter/transfer offer / conversion offer as the case may be.
- Photocopy of executed lease deed.
- Payment receipt/Money Receipt of Lease Premium/Security Deposit.
- Maintenance charge payment receipt from association (if handed over).



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No. SB/2716/10/19-20

Date 12/03/2020

### ✦ Renewal of Lease :

- Application in prescribed format
- Building plan (if building constructed)/ NOC from WBSIDCL.
- Procession Letter.
- Allotment letter/transfer offer / conversion offer as the case may be .
- Photocopy of executed lease deed.
- Maintenance charge payment receipt from association (if handed over).
- No Due Certificate from Bank/Fl.
- Undertaking in the form of 'Affidavit' in case of any unauthorised construction that the unit would be liable.

### ✦ Transfer of Lease :

- Application in prescribed format from transferor and transferee
- Ownership detail (transferor).
- Board resolution (transferee - if Pvt. Ltd. Co. Or Ltd. Co)
- Project report (transferee - vetting not mandatory).
- Ownership detail (transferee).
- Board resolution (transferee - if Pvt. Ltd. Co. Or Ltd. Co.)
- Trade license / UAM (transferee - if already in business).
- Maintenance charge payment receipt from association (transferor - if handed over)
- No due Certificate (if NOC issued - transferor).

NB: Following documents are mandatory for each application as mentioned above.

A. PAN of Individual.

B. PAN In Case Of Company / Partnership Firm.

C. Electors' Photo Identity Card/ Aadhaar Card as Identity proof and telephone bill/electricity bill/tax receipt from Municipality/ Panchayet as proof of residential address.

Managing Director  
The WBSIDC Ltd.



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No. SB/2716/10/19-20

Date 13/03/2020

Copy Forwarded for information and necessary action to:

1. Sri Mojoj Chakraborty, Estate Manager, The WBSIDC Ltd
2. Sri Sukanta Malakar, Chief Account Officer, The WBSIDC Ltd.
3. Sri Subir Nandi, Finance Officer, The WBSIDC Ltd.
4. Sri Prabuddha Nandi, Deputy Manager, The WBSIDC Ltd.
5. Sri Chandan Chakraborty, OSD (Estate), The WBSIDC Ltd.
6. Sri Asim Kumar Neogi, OSD (Estate), The WBSIDC Ltd.
7. Sri Swapan Kumar Saha, Assistant Manager-II, The WBSIDC Ltd.
8. Sri Jyoti Prasad Sengupta, Assistant Manager-II, The WBSIDC Ltd.
9. Janab Safiul Khan, System Administrator, The WBSIDC Ltd.
10. PA to Managing Director, The WBSIDC Ltd.
11. PA to Executive Director, The WBSIDC Ltd

*Abhishek Malakar*  
Executive Director  
The WBSIDC Ltd.