

**THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.
(A GOVERNMENT OF WEST BENGAL UNDERTAKING)**

31, BLACK BURN LANE, (2ND FLOOR), SILPA BHAWAN, KOLKATA - 700 012.

**APPLICATION FORM FOR TRANSFER OF PLOT / SHED / STALL / BUILDING SPACE IN
INDUSTRIAL / COMMERCIAL ESTATE.**

FORM - A (To be filled by Transferer)

To

The Estate Manager,
The W.B.S.I.D.C. Ltd.,
Silpa Bhavan, 2nd floor,
31, Black Burn Lane,
Kolkata - 700 012

Sir,

I / We hereby apply for transfer of the following Plot / Shed / Stall / Building Space in the following Industrial / Commercial Estate as per details given below -

- 1) a) The name of the Company in whose :
allotment exists
- b) Name of the present Proprietors / : 1.
Partners / Directors 2.
3.
- c) Whether there is any change of the :
Company status / Partnership / Directors
- d) If yes, details thereof :

2) Name of Commercial / Industrial Estate

3) Plot / Shed / Stall / Building Space No.- :

4) Area / size as per allotment letter/ lease deed :

5) a) Short Term / Long Term :

b) Date of Lease Deed :

c) Valid upto :

6) Lease Premium Amount (in Rs.) :

Whether paid in full?

If not balance outstanding (in Rs.)

7) Lease Rent / Rent Amount in (Rs.) :

Whether paid upto date?

If not pending since or pending amount-

8) a) If any other outstanding dues towards :

WBSIDC?

- b) If Yes, amount (Rs.) :
- 9) Whether Sub Letting made? :
if yes details -
- 10) Whether Unit is Functioning / Non-functioning? :
- 11) Nature of activity / use if any change in activity :
/ use from the original activity / use for which it
was allotted-
- 12) a) Whether any case of eviction is going on :
with the W.B.S.I.D.C. Ltd. ?
Give Details
- b) Whether any court case is going on with the
W.B.S.I.D.C. Ltd.?
Give Details-
- 13) Whether there is any encroachment or :
unauthorised construction by allottee?
If yes give details-
- 14) Whether any Bank Loan taken, if any, status :
thereof.
- 15) Reason or Grounds for Transfer? :
- 16) In case of Pvt. Ltd. Company, copy of :
resolution for transfer on behalf of the Company
to be enclosed.
- 17) a) Whether all Maintenance charges paid to :
the W.B.S.I.D.C. Ltd. or Association?
- b) If not how much outstanding dues, amount. :
- 18) The consideration amount (in Rs.) the transferor :
unit will take from the transferee unit ?
- 19) a) Whether allottee is having any other Plot / :
Shed / Stall / Building Space in any
Industrial / Commercial Estate under the
W.B.S.I.D.C. Ltd.
- b) If yes, details
- i) Name of I.E. or C.E. :
- ii) Plot / Stall / Shed / Building Space :
No.
- iii) Size / Area :
- iv) Long Term / Short Term :

- v) Date of Lease :
- vi) Date of Expiry of Lease :
- vii) Whether all dues paid. :
- a) Lease Premium : Yes _____ No. _____
- b) Annual / Monthly Rent : Yes _____ No. _____
- c) Maintenance Charge : Yes _____ No. _____
- d) If not paid give details :
- viii) Whether Unit is functioning or not. :
- ix) Whether there is any Eviction Case / Court Case against the W.B.S.I.D.C. Ltd. for additional unit? :
- x) Whether there is any Unauthorised Construction or Encroachment in additional unit? :

20 Details of Company / firm to whom transfer is being made -

- a | Name -
- b | Address-
- c | Name of Directors / partners / proprietor -

Instructions –

- 1) Application should be neatly typed / hand written in BLOCK LETTERS.
- 2) All columns should be filled up or strike through. Columns / Points not applicable should be mentioned as “N.A” and should not be left blank.
- 3) Applications without complete information or incomplete in any respect will be summarily rejected.
- 4) Suppression of facts, if detected in any stage even after transfer, will lead to cancellation of the Application Form or Transfer, if granted.

DECLARATION

The information given above is true to the best of my knowledge and I undertake to abide by the general terms and conditions of the West Bengal Small Industries Development Corporation Ltd.

Date : _____

Signature of the Applicant (in full)

Name (in full) _____

Designation in the Company / Firm _____

Seal of the Company / Firm / Proprietor

For Official Use

Date of Submission : _____

Signature of Receiving Assistant _____