

APPLICATION FORM FOR CHANGE OF ACTIVITY / PRODUCTION PROCESS

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

Sir,

I / We have been allotted a Plot / Shed / Stall / Building Space as per details below. Now I / We want to change the activity / production process. The necessary information are given below for your consideration and approval of my / our prayer.

1)	Name of the Industrial / Commercial Estate	:	
2)	Name of the Unit / Company	:	
3)	Name of Proprietor / Partner / Director	:	
4)	Name of Proprietor / Partner / Director as of now other than original and without permission of the W.B.S.I.D.C. Ltd.	:	
5)	Details of Plot / Shed / Stall / Building space and Area	:	a) No.
			b) Area / Size
6)	Short Term / Long Term for period _____	:	
7)	Date of registration of Lease Deed	:	
8)	Date of expiry of Lease Deed	:	
9)	Lease Premium paid	:	
10)	Name of existing activities / production	:	
11)	If it was changed earlier without due permission	:	
12)	The proposed change of activity / production	:	
13)	Submitted vetted new Project Report, EM-I / EM-II	:	
14)	Resolution for such change	:	
15)	Reason for Change of Activity / Production Process	:	
16)	Irregularities due to violation of clause of offer letter, lease deed etc., if any		
	i) Un-authorised Construction	:	
	ii) Un-authorised Encroachment	:	
	iii) Eviction Process (give details)	:	
	iv) Court Case (give details)	:	
	v) Sub-letting / transfer (Unauthorised) if any	:	
17)	Particulars of Outstanding Dues, if any	:	
	i) Lease Premium	:	
	ii) Rent	:	
	iii) Service Tax	:	
	iv) Municipal Tax	:	
	v) Reserve / Annual Rent / Future Rent	:	
	vi) Development Charge	:	
	vii) Maintenance Charge	:	
viii) Any other dues, if any	:		

Signature of the
Proprietor / Director / Authorised Signatory