

**APPLICATION FORM FOR LEASING SPACE**

	Photo
1. Name of organization :_____	
2. Name of individual (s) :_____	
3. Type of organization (proprietorship/ partnership firm/private/public ltd company) :_____	
4. Registration Number & Date of registration/ Incorporation:_____	
5. Licence number (if any) :_____Expiry Date :_____	
6. Nature of Business:_____	
7. Service Tax Registration number (if any) :_____	
8. Duration of Business/Profession :_____	
9. Particulars of last premises occupied (if any) :_____	
10. Record of past tenancy with LIC (if any) :_____	
11. Particulars of family members/ relatives working in LIC:_____	
12. Turnover /Net Profit/ Income (Last three financial years) :	
	1._____
	2._____
	3._____
13. List of immovable properties owned by applicant(s) with address:_____	
14. Preference particulars of the space required:-	
a. Address of premises :_____	
b. Area (sqft) :_____	
c. Floor :_____	
d. Intended usage of space :_____	

15. FINANCIAL BID:

Name of the Building & Address	Area (Sq. Ft.) Approx	Floor No.	Basic Rate offered for Carpet Area per Sq.Ft. in Rs. (Exclusive of all taxes and levy)

16. Documents submitted as :-

- Proof of income (last 3 years) : \_\_\_\_\_
- ID Proof : \_\_\_\_\_
- Address Proof : \_\_\_\_\_
- PAN Number : \_\_\_\_\_

17. Contact No. : 1. Mobile \_\_\_\_\_ 2. Land line \_\_\_\_\_

18. Any other information: \_\_\_\_\_

I/ we hereby declare that the particulars furnished by me/us in this application are correct and that I/we have not concealed or misrepresented any fact in it.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**SIGNATURE OF APPLICANT (S)**

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Seal:** \_\_\_\_\_