

**INTRODUCTORY 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. Goods & 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 : \_\_\_\_\_

e. Rate per sqft per month offered: \_\_\_\_\_ (Rate per sqft per month offered should be exclusive of all Govt taxes and as per prevailing market rent in the area).

15. Documents submitted as :-

- a. Proof of income (last 3 years) : \_\_\_\_\_
- b. ID Proof : \_\_\_\_\_
- c. Address Proof : \_\_\_\_\_
- d. PAN Number : \_\_\_\_\_
- e. GST No.: \_\_\_\_\_

16. Contact No. : 1. Mobile \_\_\_\_\_ 2. Land line \_\_\_\_\_ 3. Email \_\_\_\_\_

17. 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:** \_\_\_\_\_