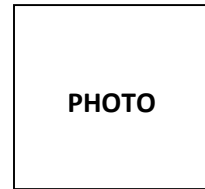


ANNEXURE-A

INTRODUCTORY FORM FOR LEASING SPACE



- 1.Name of Organization:.....
- 2.Name of Individual(s):.....
- 3.Type of Organization (proprietorship/partnership firm/private/public LTD. Company)
.....
- 4.Registration number and date of registration/incorporation:.....
- 5.Licence number (if any):.....Expiry date:.....
- 6.Nature of Business:.....
- 7.GST Number:.....
- 8.Duraton 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 3 financial years): 1.....
2.....
3.....
- 13.List of immovable properties owned by applicant(s) with address:.....
.....
- 14.Preference particulars of space required:
 - a).Address of premises:.....
 - b).Area (sq.ft):.....
 - c).Floor:.....
 - d).Intended usage of space:.....
 - e).Rate per sq.ft. per month offered:.....

Rate per sq.ft.per month offered should be exclusive of all Govt. taxes and as per
Prevailing market rent in the area.

15. Documents submitted:

- 1. Proof of income (last 3 years).....
- 2. ID Proof:.....
- 3. Address Proof:.....
- 4. PAN Number:.....
- 5. GST Number:.....

In case of Company/Partnership firm:

- 6. Full Particulars of Business:.....
 - 7. Copy of trade licence:.....
 - 8. Partnership deed/memorandum of articles of association:.....
 - 9. Copies of audited last 3 years balance sheet and income tax returns:.....
16. Contact numbers: Mobile no.....Landline no.....
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 applicants(s)

Name:.....

Address:.....

.....

Seal:.....