

TENANCY APPLICATION FORM- ANNEXURE A

PHOTO

1.	Details of Applicant	
a.	Name of the Applicant	
b.	Age / Date of Birth	
c.	Name of father / husband	
d.	Permanent Address	
(i)	(Attach Identity & Address Proof)	
(ii)	Whether Owned or Tenanted	
e.	Address for Communication with Phone No and email ID	
2.	For Company / Partnership	
a.	Full particulars of business along with copies of Trade License & particulars of Company (Deed/Memorandum & Articles of Association)	
b.	Copy of Last 3 years Audited Balance Sheet, P&LA/c & Income Tax Returns of the Company/Firm	
3.	In case of Individual	
a.	Name & address of two references with Full address , Contact Number (Other than Close Relatives)	1.
		2.
b.	Photo Identity Proof (Self)	
c.	ITR & Bank A/C Details (Self) SB/Current A/C No. & Name of Bank & Branch Name (Attach ITR for last 3 years& last 3 months Bank statements)	
4.	GST Number wherever applicable (copy to be enclosed)	

5.	PAN No.(Copy to be enclosed)	
6.	Details of premises sought	
a.	Serial No of the premises (as given in attached List of Vacant Space)	
b.	Area	
c.	Location:Building name, Floor etc.,	
7.	Purpose for which the premises will be utilized	
8.	Rent offered:Only Basic Rent per Sq.ft. to be quoted. All Taxes and Other Charges will be separate.	Rs. _____ per sq.ft.
9.	Details of Contact Person	
a.	Name & Designation	
b.	Address	
c.	Phone Number	
d.	Email ID	
10.	Whether the applicant is related to any Employee / Agent of LIC, if so, give details	
11.	Details of immovable Properties owned(other than the one mentioned in 1d(ii). If it is plain land then detail like survey No. Village etc to be mentioned. (Latest land tax paid receipt is to be attached)	

Declaration: The information given above is true to the best of my knowledge and belief.

Date:

Signature of the Applicant
(With Company Seal)

All the columns should be filled in. Incomplete applications are liable to be rejected.
LIC of India reserves the right to reject any application without assigning any reason.