

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 & 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. 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)
14. Documents submitted as :-
 - a. Proof of income : _____
 - b. ID Proof : _____
 - c. Address Proof : _____
 - d. PAN Number : _____
15. Contact No. : 1. Mobile _____ 2. Land line _____
16. 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: _____