

PROFORMA.

1	Name of the Applicant	
2	Address	
3	Name of the authorized person with contact number Telephone No. Mobile No.	
4	In case of Individuals <ul style="list-style-type: none">• Identity Proof• Address Proof• PAN card copy• Bank Account Details: such as – SB/Current A/c No, Branch, Bank Name&Attach copy of 3 months statement.• Nature/Details of Business	
5	In case of Company /Partnership firms: <ul style="list-style-type: none">• Full Particulars of Business• Copies of Trade Licenses• Partnership Deed/ Memorandum &Articles of Association• Copy of Last 3 years Audited Balance Sheet &Income Tax Retuns	
6	Purpose for which the premises will be utilized.	
7	Rent Offered per sqft. (Excluding all Taxes/levies)	
8	Electrical load required.	
9	Other Requirements/ Relevant information if any, may be provided as annexure to this proforma	

Note: Private establishments have to give full details of their Company Name, nature of Business carried out, Place of Administrative Office, Name & Designation of the authorized person to negotiate and other details through an Annexure to this proforma.

Place:
Date:
Person/Representative

Signature of the Authorized

(With Seal)