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**PUNJAB INFORMATION AND  
COMMUNICATION TECHNOLOGY  
CORPORATION LTD.**  
(A State Government Undertaking)

**REGISTRATION OF LEASE EED/CONVEYANCE DEED**

Plot No. \_\_\_\_\_ Phase \_\_\_\_\_ Focal Point \_\_\_\_\_

Name of the applicant \_\_\_\_\_

Father's / Husband's Name \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail \_\_\_\_\_

## **PERMISSION FOR REGISTRATION OF LEASE DEED/CONVEYANCE DEED**

### **Check List**

1. Application Form for registration of lease deed/conveyance deed.
2. Proof of deposit of 30% down payment/upto date payment stand received in case of registration of lease deed and fully paid in case of conveyance deed including enhanced land cost if any and payment of upto date extension fee or submission of proof of production issued by GM(DIC) as applicable alongwith Indemnity bond as per prescribed format and lease deed stand executed..
3. Allotment should be regular (not cancelled).
4. Three copies of Lease/conveyance deed including one on stamp paper.
5. The amount of the stamp duty would be as applicable on the date of execution of lease /conveyance deed prescribed by the office of concerned Sub Registrar. Non judicial stamp papers to be purchased in the name of PICTCL through allottee.
6. Self declaration regarding no mis-utilisation of plot exists.

## APPLICATION FORM

To

The Managing Director  
PICTC Ltd.  
18, Himalya Marg  
Udyog Bhawan  
Sector 17-A  
Chandigarh

Subject: Registration of lease deed/conveyance deed of Industrial/residential Plot/Shed  
No. \_\_\_\_\_, Phase \_\_\_\_\_ Focal Point/Growth  
Centre \_\_\_\_\_.

Sir/Madam,

I/we are the owner(s) of the plot/shed as mentioned above and wish to seek registration of lease deed/conveyance deed. All the requisite documents are enclosed. It is further certified that neither there is any litigation pending in any court of law nor any injunction issued by any court of law restraining the transfer/sale/mortgagee of the said property. I/we do hereby certify that the above information is true and correct and nothing has been mis-stated or concealed therein. All the requisite documents, as per checklist, are enclosed.

It is requested that lease deed/conveyance deed of above plot may be got executed and registered.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

(Name & Address of Owner (s))

Enclosures

1. 3 sets of lease deed/conveyance deed
2. Self declaration

(On non-judicial stamp papers of Rs.50/- to be attested from NOTARY PUBLIC)

**INDEMNITY BOND**

This indemnity bond is executed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ Sh./Smt. \_\_\_\_\_ S/o.D/o.W/o. \_\_\_\_\_ Sh. \_\_\_\_\_ Aged \_\_\_\_\_ resident of \_\_\_\_\_ -

Whereas the executant has submitted a copy of the PMT certificate No. \_\_\_\_\_/ letter NO. \_\_\_\_\_ dated \_\_\_\_\_ issued by the GM, DIC, \_\_\_\_\_ showing the commencement of production on the Plot No. \_\_\_\_\_ in phase \_\_\_\_\_ measuring \_\_\_\_\_ Sq.Yd., Focal Point \_\_\_\_\_ allotted/ transferred in his/ her/ their favour by PICTCL vide letter No. \_\_\_\_\_ dated \_\_\_\_\_

And whereas the PICTCL, Chandigarh has asked the executant to furnish indemnity bond confirming the date of commencement of production shown in the PMT certificate submitted by him/ them.

Now this indemnity bond witnessh as under:-

1. That I/WE, am/are the allottee of Plot No. \_\_\_\_\_ Phase \_\_\_\_\_ Measuring \_\_\_\_\_ Sq. Yds. In the Industrial Focal Point \_\_\_\_\_ allotted to me by the Punjab Information and Communication Technology Corporation Ltd., Chandigarh vide allotment/transfer letter No. \_\_\_\_\_ Dated \_\_\_\_\_
2. That as per clause No. \_\_\_\_\_ of the terms & Conditions of allotment, I/ we \_\_\_\_\_ was/ were required to bring the unit under production on the allotted plot No. \_\_\_\_\_ Phase \_\_\_\_\_ Focal point \_\_\_\_\_ after raising construction with in a period of \_\_\_\_\_ years from the date of allotment and to submit the copy of PMT certificate duly issued and attested by General Manager, Distt. Industries Centre \_\_\_\_\_ as a proof of having brought the unit into production on the allotted plot failing which extension fee as per the terms of allotment/ decision taken by the Govt./PICTCL from time to time and BODs of the PICTCL is leviable.
3. That I/ we have brought the unit into production on \_\_\_\_\_ after raising construction of factory building on plot No. \_\_\_\_\_ IFP \_\_\_\_\_

4. That I/ we have been issued PMT certificate No.\_\_\_\_\_ dated\_\_\_\_ by the General Manager, Distt. Industries Centre\_\_\_\_\_ evidencing the date of commencement of production on the plot as\_\_\_\_\_.
5. That I have now submitted a photo copy of the above mentioned PMT certificate duly attested by GM,DIC,\_\_\_\_\_ in the office of PICTCL.
6. That in case it is found that the date of commencement of production mentioned in the PMT or any other particulars mentioned in the copy of the PMT are wrong/ false & PICTCL who is the absolute owner of the property in question would suffer any financial loss on account of false/ wrong PMT certificate, the executant, his/their property, legal heirs and persons shall be liable to make good the loss of any sort which may be sustained by the PICTCL at a later stage even after the transfer of plot in favour of any other person( s)/ party.
7. That the legal heirs./successors of the deponent shall also be liable to make good the financial loss, if any, suffered by the PICTCL due to submission of wrong & false documents depicting the date of commencement of production .

**EXECUTANT**

Witness:

1. \_\_\_\_\_

2. \_\_\_\_\_