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

TRANSFER OF PLOT

Plot No. _____ Phase _____ Focal Point _____

Name of the applicant _____

Father's / Husband's Name _____

Address: _____

Mobile No. _____

E-mail _____

TRANSFER OF INDUSTRIAL PLOT

Check List

Transfer of Industrial plot shall be allowed on completion of the following formalities / documents:

- 1 Upto date payment towards price of plot has been received including enhanced land cost, extension fee etc. or submission of proof of production issued by GM(DIC) as applicable alongwith Indemnity bond as per prescribed format
- 2 Plot is free from all sorts of encumbrances i.e. lease hold rights of plot have not been mortgaged in favour of any financial institution in the shape of 1st/2nd/3rd charge (s) etc.
- 3 Self Declaration from transferor on non-judicial stamp paper of 25/- duly sworn and executed before NOTARY PUBLIC.
- 4 Indemnity bond from transferor on non-judicial stamp paper of Rs. 50/- duly sworn and executed before NOTARY PUBLIC.
- 5 Self Declaration from Transferee on non-judicial stamp paper of Rs. 25/- duly sworn and executed before NOTARY PUBLIC.
- 6 Partnership deed of Transferee in case of partnership firm duly attested by Notary Public.
- 7 List of current shareholders with their respective share holding of transferee duly attested by CA/CS in case of public/Pvt. Ltd.Co.
- 8 List of current Directors duly attested by CA/CS in case of Pvt./Public Ltd. Co. of transferee.
- 9 Copy of memorandum & articles of association of transferee in case of Public/Private Ltd. Company attested by C.A./C.S.
- 10 Resolution of BOD's of transferee in case of Pvt Ltd./Public Ltd. Co. duly attested by CA/CS confirming purchase of particular plot and authorizing any director(s) to execute the documents including Affidavit, Indemnity Bond concerning purchase of plot.
- 11 Request for transfer alongwith payment of applicable transfer fee equivalent to 3% of current reserve price of industrial plot fixed by PICTCL operative at the time of seeking transfer.
- 12 After completion of formalities and examination of documents, personal appearance of transferor would be required in the office of PICTCL, Chandigarh, before issuance of transfer letter.

In case of Death of Allottee:

- 13 Self –Declaration from beneficiary Legal Heir(s) as transferee non-judicial stamp paper of Rs. 25/- duly sworn and executed before NOTARY PUBLIC.
- 14 Self-Declaration from Legal heir(s) other than beneficiary/ transferee non-judicial stamp paper of Rs. 25/- duly sworn and executed before NOTARY PUBLIC.
- 15 Certified copy of Will/ Succession Certificate

APPLICATION FORM

To

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

Subject: Transfer of Industrial/residential Plot/Shed No. _____,
Phase _____ Focal Point/Growth Centre _____.

Sir/Madam,

I/we are the allottee of the plot/shed as mentioned above and wish to seek transfer of above plot in favour of Sh./Smt./M/S _____ . 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 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 and requisite transfer fee , as per checklist, are enclosed.

It is requested that transfer of above plot may be allowed .

Date: _____

Signature _____

(Name & Address of Owner (s))

SELF DECLARATION

(FROM TRANSFEROR)

(ON NON-JUDICIAL STAMP PAPERS OF RS.25/-TO BE ATTESTED FROM NOTARY PUBLIC)

I/ We _____ aged _____ Years S/o. D/o.
W/o. Sh. _____ Resident of _____ Prop./Partner
of M/s. _____ Do hereby solemnly affirm and declare as
under:

1. That I/WE, am/are the original allottee /lessee of Plot No. _____ Phase _____ Measuring _____ Sq. Yds. In the Industrial Focal Point _____ Leased to me/us on 99 years lease hold/free hold basis by the Punjab Information and Communication Technology Corporation Ltd., Chandigarh, the lessor/Vendor Corporation, vide allotment letter No. _____ Dated _____ and I / we have entered into a deal for the transfer of referred leased/free hold property in favor of Sh. / Smt. _____ S/o.D/o.W/o.Sh. _____ resident of _____ Prop/Partner of M/s _____
2. That I/we have duly realized full consideration amount covering the full cost of property referred to herein above, as per the deal agreed upon between the transferor and transferee, the receipt of which is hereby acknowledged and confirmed.
3. That I/ We hereby consent for the transfer in favor of Sh./Smt./M/s. _____, the transferee, referred to herein above.
4. That I/we hereby also agree to revoke the original lease deed registered under No. _____ Dated _____ with _____ and authorize the lessor Corporation and the transferee to execute a fresh lease deed in his/their favor for the property referred to herein above.
5. That the said transfer referred to herein above is not a family transfer and in case the PICTCL, who is the absolute owner of the property in question would suffer any loss on account of this transfer in the name of transferee referred to above, the deponent, his/their property and persons shall be liable to make good the loss of any sort which may be sustained by the PICTCL on account of this transfer.
6. That the legal heirs./successors of the deponent shall also be liable to make good the loss, if any, suffered by the PICTCL on account of this transfer.

7. That in case any legal heirs /or other persons shall make any claim on the property in question, the litigation of the same shall be defended by the deponent at his risk and costs and the loss suffered by the PICTCL, if any, on account of the same, will also be made good by the deponent, his properties and persons.

DEPONENT

VERIFICATION

Verified that the above contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein and no part of it is false.

PLACE: _____

DATED: _____

DEPONENT

INDEMNITY BOND

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

(FROM TRANSFEROR)

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 executants is desirous of getting leased/free hold property bearing Plot No. _____ In phase _____ measuring _____ Sq.Yd., Focal Point _____ transferred in favor of Sh./Smt. _____ S/o. D/o. W/o. Sh. _____ Aged _____ resident of _____ Prop./Partner of M/s _____

And whereas the PICTCL, Chandigarh has asked the executant to furnish indemnity bond for the same.

Now this indemnity bond witness as under :-

1. That the said transfer which is sought in the name Sh./Smt./M/s. _____ is not a family transfer and in case the PICTCL, would suffer any loss on account of this transfer in his/their name, the executant, his/her their property and persons shall be liable to make good the loss which may be sustained by the PICTCL or its employees on account of this transfer.
2. That the legal heirs/successors of the executant shall also be liable to make good the loss, if any, suffered by the PICTCL.
3. That in case any legal heirs/ other persons shall make any claim regarding this plot the litigation of the same will be defended by the Executant at his/ their risk and costs and the loss suffered by the PICTCL, will also be made good by the executant and his/her/their properties and persons.

In the presence of the following witnesses, this indemnity bond is signed _____

EXECUTANT

WITNESSES:

1. _____ 2. _____

SELF DECLARATION
(FROM TRANSFEREE)

(On non-judicial stamp papers of Rs.25/-to be attested from NOTARY PUBLIC)

I/We _____ aged _____ Years S/o.D/o.W/o.Sh.
_____ Resident of _____

Prop./Partner of./M/s. _____ do hereby
solemnly affirm and declare as under:

1. That I/We accept the transfer of Industrial Plot No. _____ in
phase _____ of Industrial Focal point
_____, measuring _____ Sq.
yds. on lease hold/free hold basis.
2. That I/We further undertake to make payment of all the outstanding dues for such
amount as may be due or become liable/due against this plot at any later stage.
3. That I/We also accept terms and conditions relating to the transfer of the plot as may
be communicated by the PICTCL and shall abide by the provisions and
rules/regulations applicable there under as amended from time to time.
4. That I undertake to use the industrial plot so transferred for the purpose of setting up a
unit for the Manufacture of _____, which
industry is not on the banned list.

DEPONENT

VERIFICATION

Verified that the above contents of this affidavit are true and correct to the best
of my knowledge and belief and nothing has been concealed therein and no part of it
is false.

PLACE:

DATED:

DEPONENT

INDEMNITY BOND

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

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 witness 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. _____

SELF DECLARATION from beneficiary Legal heir as transferee –

In case of Death of Allottee

(On non-judicial stamp papers of Rs.25/-to be attested from NOTARY PUBLIC)

I/We, (1)_____s/d/w/h/o Sh/Smt._____ aged_____ years_____ resident of_____ (2)_____ (3)_____ do hereby solemnly affirm and declare as under:-

1. That Sh./Smt._____ s/d/w/h/o Sh/Smt._____ Allotted/Partner of allotted firm/subscriber promoter-director of allotted company M/s. _____ of Plot No. _____ Phase _____ Focal Point _____ has expired on _____ as per death certificate no. _____, dated on _____ issued by _____ original/copy thereof annexed hereto which shall form an integral part of this affidavit, leaving behind the following legal heir(s).

S. No.	Name of legal heirs	Age	Relationship with deceased
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1.

2.

3.

2. That except the name(s) particulars of legal heir(s) detailed and declared above there is no other legal heir(s) of the deceased Sh./Smt._____ and the property under reference is free from all sort of encumbrances and no dispute of any sort is existing between the legal heirs /any other person or party regarding this property.

3. That the above named deponent(s) is/are not the beneficiary(s) from the above named legal heir(s) of the deceased referred to in para 1 above.

4. That the remaining other/all legal heir(s) has/have separately given his/their free undisputed and unconditional consent for the transfer/surrender of his/their part of share(s) as legal heir(s) of the above named deceased, in favour of the deponent(s) beneficiary legal heir(s) transferee.

5. That the deponent(s) as beneficiary legal heir(s) of the above deceased/ transferee, hereby accept the transfer of industrial plot/share(s) therein-bearing plot no._____ Phase_____ Focal Point_____ measuring_____ sq.yds. As its proprietor/Partner(s)/Subscriber(s)-Director(s) of M/s. _____, along with its other existing partner(s)/

Subscriber(s)/Director(s), as per copy of partnership deed/list of Subscribers-Director(s), as per copy of partnership deed/list of Subscribers-Director(s) dated_____, thereof annexed hereto.

6. That the deponent(s) further undertake to make payment of all the outstanding dues/charges for such amount as may be due or become liable/due against this plot at nay-later stage.

7. That the deponent(s) also accept terms and conditions relating to the transfer of the plot under reference as may be communicated by the Punjab Information & Communication Technology Corporation Limited and shall abide by the provision and rules/regulations applicable there under as amended from time to time.

8. That the deponent(s) hereby undertake to use the industrial plot so transferred for the purpose of sting up/running a unit for the manufacture of _____, which industry is no on the banned list.

9. That the deceased Sh./Smt. _____ s/o/w/h/o Sh./Smt. _____ had executed a will on _____ in favour of Sh./Smt. _____ in respect of the property under reference copy thereof annexed hereto and the deponent hereby declares that the said will is genuine and it bears the signatures of above named deceased. (Strike out if not applicable).

VERIFICATION

Verified that the above contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there in and no part of it is false.

DEPONENT

PLACE:

DATED:

APPLICATION FORM

To

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

Subject: Transfer of Industrial/residential Plot/Shed No. _____,
Phase _____ Focal Point/Growth Centre _____.

Sir/Madam,

I/we are the allottee of the plot/shed as mentioned above and wish to seek transfer of above plot in favour of Sh./Smt./M/S _____. 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 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 and requisite transfer fee , as per checklist, are enclosed.

It is requested that transfer of above plot may be allowed .

Date: _____

Signature _____

(Name & Address of Owner (s))

TRANSFER OF INDUSTRIAL PLOT

Check List

Transfer of Industrial plot through Partnership Allottee firm

Transfer of Industrial plot shall be allowed on completion of the following formalities / documents:

- 1 Upto date payment towards price of plot has been received including enhanced land cost, extension fee etc. or submission of proof of production issued by GM(DIC) as applicable alongwith Indemnity bond as per prescribed format
- 2 Plot is free from all sorts of encumbrances i.e. lease hold rights of plot have not been mortgaged in favour of any financial institution in the shape of 1st/2nd/3rd charge (s) etc.
- 3 Affidavit from transferor on non-judicial stamp paper of 10/- by all partners duly sworn and executed before NOTARY PUBLIC.
- 4 Indemnity bond from transferor on non-judicial stamp paper of Rs. 15/- by all partners duly sworn and executed before NOTARY PUBLIC.
- 5 Affidavit from Transferee on non-judicial stamp paper of Rs. 10/- (individual/all partners/authorized signatory in case of partnership / Pvt./Public Ltd. Co. as the case may be) duly sworn and executed before NOTARY PUBLIC.
- 6 Partnership deed of Transferor/Transferee in case of partnership firm duly attested by Notary Public.
- 7 List of current shareholders with their respective share holding of transferee duly attested by CA/CS in case of public/Pvt. Ltd.Co.
- 8 List of current Directors duly attested by CA/CS in case of Pvt./Public Ltd. Co. of transferee.
- 9 Copy of memorandum & articles of association of transferee in case of Public/Private Ltd. Company attested by C.A./C.S.
- 10 Resolution of BOD's of transferee in case of Pvt Ltd./Public Ltd. Co. duly attested by CA/CS confirming purchase of particular plot and authorizing any director(s) to execute the documents including Affidavit, Indemnity Bond concerning purchase of plot
- 11 Request for transfer alongwith payment of applicable transfer fee equivalent to 3% of current reserve price of industrial plot fixed by PICTCL operative at the time of seeking transfer.

- 12 After completion of formalities and examination of documents, personal appearance of transferor (all partners) would be required in the office of PICTCL, Chandigarh, before issuance of transfer letter.

SELF DECLARATION

(FROM TRANSFEROR)

I/ We _____ aged _____ Years S/o.
D/o. W/o. Sh. _____ Resident of
_____ Prop./Partner of M/s.

Do hereby solemnly affirm and declare as under:

1. That I/WE, am/are the original allottee /lessee of Plot No. _____ Phase _____ Measuring _____ Sq. Yds. In the Industrial Focal Point _____ Leased to me/us on 99 years lease hold/free hold basis by the Punjab Information and Communication Technology Corporation Ltd., Chandigarh, the lessor/Vendor Corporation, vide allotment letter No. _____ Dated _____ and I / we have entered into a deal for the transfer of referred leased/free hold property in favor of Sh. / Smt. _____ S/o.D/o.W/o.Sh. _____ resident of _____ Prop. /Partner of M/s _____
2. That I/we have duly realized full consideration amount covering the full cost of property referred to herein above, as per the deal agreed upon between the transferor and transferee, the receipt of which is hereby acknowledged and confirmed.
3. That I/ We hereby consent for the transfer in favor of Sh./Smt./M/s. _____, the transferee, referred to herein above.
4. That I/we hereby also agree to revoke the original lease deed registered under No. _____ Dated _____ with _____ and authorize the lessor Corporation and the transferee to execute a fresh lease deed in his/their favor for the property referred to herein above.
5. That the said transfer referred to herein above is not a family transfer and in case the PICTCL, who is the absolute owner of the property in question would suffer any loss on account of this transfer in the name of transferee referred to above, the deponent, his/their property and persons shall be liable to make good the loss of any sort which may be sustained by the PICTCL on account of this transfer.
6. That the legal heirs./successors of the deponent shall also be liable to make good the loss, if any, suffered by the PICTCL on account of this transfer.
7. That in case any legal heirs /or other persons shall make any claim on the property in question, the litigation of the same shall be defended by the deponent at his risk and

costs and the loss suffered by the PICTCL, if any, on account of the same, will also be made good by the deponent, his properties and persons.

DEPONENT

VERIFICATION

Verified that the above contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein and no part of it is false.

PLACE: _____

DATE: _____

DEPONENT

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

INDEMNITY BOND

(FROM TRANSFEROR)

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 is desirous of getting leased/free hold property bearing
Plot No. _____ In phase _____ measuring
_____ Sq.Yd., Focal Point _____
transferred in favor of Sh./Smt. _____

S/o.D/o.W/o.Sh. _____
Aged _____ resident _____ of
_____ Prop./Partner of
M/s _____

And whereas the PICTCL, Chandigarh has asked the executant to furnish
indemnity bond for the same.

Now this indemnity bond witnessh as under :-

4. That the said transfer which is sought in the name
Sh./Smt./M/s. _____ is not a family transfer and in case
the PICTCL, would suffer any loss on account of this transfer in his/their name, the
executant, his/her their property and persons shall be liable to make good the loss
which may be sustained by the PICTCL or its employees on account of this transfer.
5. That the legal heirs/successors of the executant shall also be liable to make good the
loss, if any, suffered by the PICTCL.
6. That in case any legal heirs/ other persons shall make any claim regarding this plot ,
the litigation of the same will be defended by the Executant at his/ their risk and costs
and the loss suffered by the PICTCL, will also be made good by the executant and
his/her/their properties and persons.

In the presence of the following witnesses, this indemnity bond is signed_____

EXECUTANT

WITNESSES:

1. _____

2. _____

(On non-judicial stamp papers of Rs.25/-to be attested from NOTARY PUBLIC)

SELF-DECLARATION

(FROM TRANSFEREE)

I/We _____ aged _____ Years
S/o.D/o.W/o.Sh. _____ Resident of

Prop./Partner of./M/s. _____ do hereby
solemnly affirm and declare as under:

5. That I/We accept the transfer of Industrial Plot No. _____ in
phase _____ of _____ Industrial _____ Focal _____ point
_____, measuring _____ Sq.
yds. on lease hold/free hold basis.
6. That I/We further undertake to make payment of all the outstanding dues for such
amount as may be due or become liable/due against this plot at any later stage.
7. That I/We also accept terms and conditions relating to the transfer of the plot as may
be communicated by the PICTCL and shall abide by the provisions and
rules/regulations applicable there under as amended from time to time.
8. That I undertake to use the industrial plot so transferred for the purpose of setting up a
unit for the Manufacture of _____, which
industry is not on the banned list.

DEPONENT

VERIFICATION

Verified that the above contents of this affidavit are true and correct to the best
of my knowledge and belief and nothing has been concealed therein and no part of it
is false.

PLACE:

DATED:

DEPONENT

(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 witnessth as under:-

8. 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 _____

9. 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.

10. That I/ we have brought the unit into production on_____ after raising construction of factory building on plot No._____IFP_____
11. 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_____.
12. That I have now submitted a photo copy of the above mentioned PMT certificate duly attested by GM,DIC,_____ in the office of PICTCL.
13. 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.
14. 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. _____