

**Department of Information & Technology
Government of Goa
IT HUB, 2nd Floor
Althino, Panaji, Goa 403 001**

Place: _____

Date: _____

To,
The Director / Chief Promoter,
Department of Information & Technology
Government of Goa
IT HUB, 2nd Floor
Althino, Panaji, Goa 403 001

**Sub: Application for plot of size of _____sq.mt. in the Greenfield
Electronic Manufacturing Cluster at village Tuem, Taluka Pernem, Goa**

Sir,

1. I / We have read and agree to the terms and conditions for the allotment of plots enclosed as Annexure – II (Terms & Conditions for allotment of Plots) of this form.
2. I / We _____ the undersigned are submitting our application along with necessary supporting documents herewith for allotment of land admeasuring approximately _____ sq.mt. at Greenfield Electronic Manufacturing Cluster at village Tuem, Taluka Pernem, Goa on the terms and conditions referred to Electronic Manufacturing Cluster Land Allotment Policy, 2020 and Notification No.(_____ Publication Reference)
3. I / We upon acceptance of our application for allotment of land, agree to acknowledge and accept the Initial Offer of Allotment and further execute the Lease Deed at my / our cost.

4. The lease will commence from the date of execution of the Allotment Order. I / We agree to make complete payment of Land Premium and Annual Lease Rent for the first year, as mentioned in the Letter of Allotment within 90 days from the date of issue of the Letter of Allotment. All the obligations and liabilities under the Lease Deed will be deemed to have come into effect from that date.
5. I / We have enclosed herewith a copy of the bank transfer receipt confirming remittance in favour of Chief Promoter / SPV amount of Rs. _____ (Rupees _____) being the non-refundable processing fees of 0.1% of the base price value.
6. I / We agree to make payment of Security Deposit (interest free security deposit) equivalent to 10% of the land premium value within 15 days from the date of issue of Initial Offer of Allotment. The Security Deposit shall be only refunded in case the application is not considered by the Review Committee to qualify for plot allotment, which is not a result of lapse in procedure compliance from me/us.
7. I / We hereby agree to pay the Land Premium along with Annual Lease Rent for the first year and subsequently execute the Lease Deed, as specified in the Allotment Order within 120 days of the date of its issue..
8. I / We understand that the Security Deposit mentioned herein will be adjusted against the Land Premium payable towards the plot and the same is acceptable to me / us.
9. I / We agree to pay the Annual Lease Rent per year at a rate, as may be decided by the Chief Promoter, from time to time commencing from the date of issue of the Allotment Order .
10. I / We understand that no interest will be payable by the Chief Promoter for any of the sums referred to in para 5 & 6 of this application form.
11. Should I / We fail to take possession of the plot and/or to execute and complete the Lease Deed within the period specified by the Chief Promoter / SPV, the allotment of plot is liable for cancellation and the Chief Promoter / SPV shall be at liberty to forfeit the amount deposited with the plot application and Security deposit amount without prejudice to all other rights mentioned in the Electronic Manufacturing Cluster Land Allotment Policy, 2020.

12. I / We understand that development and operations of the unit on the designated plot shall be done with measure to prevent any contamination of air, water or ground and to ensure prevention of any noise pollution. In case of any violation of the same, the SPV/Chief Promoter may order shut down of the allotted premises.

13. Any Notice, letter or communication addressed to me / us at the address given below will be deemed as a valid and proper notice of intimation to me / us.

14. I / We understand and agree that I / we will have to take all necessary layout, building, pollution, environment permissions and all other licenses required for development and operations of the unit. All necessary costs and expenses will have to be borne by me / us.

15. I / We also enclose the appended questionnaire duly filled.

Signature(s) of the Applicant(s)

Full name in block letters with designation and address:

Name and address of witnesses should be written legibly after their signature.

1.

2.

ANNEXURE-I
Questionnaire

1. Name of Individual /Firm /Company: For which plot is applied for:
2. Address:
 - a. Registered Office & Tel No.:
 - b. Corporate Office & Tel No.:
 - c. Local Office & Tel No.:
 - d. E mail:
3. Constitution: Proprietary / Partnership /Private or Public Limited Company (enclose a copy of Partnership Deed or Memorandum and Articles of Association along with Registration. Certificate / Certificate of Incorporation, as applicable).
4. Date of Registration / Establishment of Firm / Company
5. In the case of Proprietary / Partnership/ Private or Public Limited Company, please state:

Names of Director / Partners	Shares in the Company	Residential address with Phone No.	Qualifications	Business Background

6. Area of plot required:

7. In case of plot, state:
 - i. Plot Area & Built Up Area to be constructed immediately:
 - ii. Plot Area & Built Up Area to be reserved for further expansion:
8. Attach PAN Card, Adhar Card, Driving License, Passport of the applicant & income tax returns of the applicant in case of individual proprietorship.
9. Attach the following supporting documents in case of a Company / Firm / Partnership / LLP / Society:
 - a) PAN Card & GST Registration Details
 - b) Income Tax returns filed for the last three financial years.
 - c) Copy of the Certificate of Registration, Copy of Certificate of Incorporation and Memorandum and Articles of Association in case of Limited Companies and a copy of resolution authorizing the applicant to apply on behalf of the company (as applicable).
 - d) Audited Balance Sheet and Annual Reports for last three financial years.
10. Please give the particulars of firms / industrial units wherein proprietor / partners / directors of this unit are having interest association

Names of Director / Partners / Proprietor	Name and Address of Business Firm	Activities carried out	Relationship	Share in Business

11. If already holding / applied for plot under industrial estates promoted and developed by Goa Industrial Development Corporation of Goa - Yes/No
12. If Yes to no.11, then provide attachments of Allotment Letter and Lease Deed Copy - Yes/No
13. Nature of Industry:
 - i. Name of the Products:
 - ii. Is it an ancillary unit (if so enclose copy of approval)

14. Give details about products to be manufactured:

Items to be Manufactured	Annual Quantity (nos.)	Production Value (Rs.)	Use of the Product

15. Kindly provide more information on the market share of your product / company in this segment and any supporting statistics to indicate the market depts. In such product / industry segment.
16. Water requirement per day (in MLD.) for the proposed unit:
17. Total power required for the proposed unit (in KVA), kindly provide details:
18. List of machinery along with their power: requirement in H. P. (enclose sheet if required)
- i. _____
 - ii. _____
 - iii. _____
 - iv. _____
19. In case the machinery is old & being shifted: from one State to another (copy of the consent letter from that Govt. is to be submitted).
20. Raw Material (Annual requirement)
- i. Indigenous:
 - a. Type of raw material
 - b. Volume & Cost (annually)
 - c. Source of Supply
 - ii. Imported:
 - a. Type of raw material
 - b. Volume and Cost (annually).
 - c. Source of supply
 - d. State Country of origin (in case of imports and if such import is controlled /free)

21. Number of persons proposed to be employed:

Skill Level	Qualification	Male / Female	Experience Goan / Non Goan
Managerial			
Skilled			
Semi-Skilled			
Un-Skilled			
Other Staff			
Technical Staff			

22. Please state, if you have entered into a foreign: collaboration, If so, please enclose copy of approval.

23. Submit details of collaboration agreements if any entered into by the unit

24. Uses of bye products, if any

25. Kindly provide total project cost. Kindly enclose DPR / Business Plan as Annexure:

Project Cost (excl. Land Premium):

Cost (Rs. in lacs)

Site Development Cost

Rs.

Factory Building and Ancillary Buildings

Rs.

Plant & Machinery

a) Indigenous

Rs.

b) Imported

Rs.

Power supply & cabling etc.

Rs.

Erection charges

Rs.

Preliminary & pre-operative expenses

Rs.

Provision for contingencies

Rs.

Margin for working capital

Rs.

TOTAL PROJECT COST

Rs.

26. Means of Finance:

Promoters Capital	Rs.
Unsecured loans and deposits	Rs.
Terms loan from Financial Institution/Banks	Rs.

TOTAL	Rs.

27. Whether machinery has been booked (attach documents)

The information provided above is correct to the best of my knowledge and belief.

Signature of Proprietor

Signature of Partner

Signature of Director

Seal of the Company _____

WITNESSES: (Name and full Address)

1

2

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ANNEXURE – II

TERMS AND CONDITIONS FOR ALLOTMENT OF PLOTS

1. The plots will be allotted to applicants desirous of setting up industry / unit that include the entire value chain of all electronic verticals/ products covered under the National Policy on Electronics and related notifications issued by the Ministry of Electronics & Information Technology (MeitY), Government of India.
2. The plot holder will not be allowed to let or dispose their plots by sale or lease hold interest or otherwise except with the prior written permission of Chief Promoter. The permission for the transfer will be issued with such conditions as may be prescribed by the Chief Promoter. However, sub division or disposal of part of plot will not be allowed under any circumstances.
3. The plots are allotted on long lease basis, initially for a period of 30 years which can be extended for additional period of 30 years, subject to terms and conditions as decided by the Chief Promoter / SPV, from time to time.
4. The interest free Security Deposit for booking a plot is 10% of Land Premium amount for the entire plot area required to be paid.
5. Security Deposit amount paid shall be adjusted against the Land Premium amount payable by the allottee.
6. No interest is payable by the Chief Promoter / SPV on the Security Deposit amount paid by the applicant.
7. Land Premium for the plot is payable within a period of 90 days from the date of the Allotment Order either in lump sum (without any interest) or the allottee may opt to pay a token money @25% of the Land Premium within the said period of 90 days and the balance amount in 8 instalments over a period of 2 years alongwith simple interest @ of 11% . Chief Promoter shall charge a penal interest @18% per annum if the land premium is not paid within the time specified or any arrears payable by the allottee.

8. The plot holders will have to pay an Annual Lease Rent at 2.5% of the Land Premium or at such rate as, may be specified by the Chief Promoter / SPV shall from time to time.
9. Any amount due to the Chief Promoter / SPV if not paid in time will be recovered as arrears of land revenue & steps will also be taken to file such cases for eviction.
10. The plot holders should at all times comply with all the laws, rules, regulations etc. of the Chief Promoter / SPV
11. The plans of the buildings are to be approved by the local authority and the planning authorities in force.
12. The Allotment Order will be issued and possession of the plot will be given only after the applicant has acknowledged and accepted the Initial Offer of Allotment and paid the Security Deposit amount.
13. If the allottee does not wish to accept allotment of the plot, the communication in this regard should reach Chief Promoter before 15th day from the date of issue of Initial Offer of Allotment, failing which any amount deposited with the application shall be forfeited.
14. The allottee has to execute with Chief Promoter / SPV a Lease Deed immediately within 120 days of the issue of the Allotment Order. Payment of the Land Premium, Annual Rent for the First Year and preparation of all detailed drawings along with written approval of Chief Promoter on the same is a condition precedent for execution of the Lease Deed.
15. The Chief Promoter / SPV will facilitate to provide water and power connection to the allottee during development of plot based on application made by the Allottee. Charges as stipulated by the Chief Promoter / SPV from time to time for such trunk infrastructure shall be borne by the allottee.
16. The plans & detailed drawings of the buildings and other documents notified should be submitted to the Chief Promoter / SPV for approval within 90 days from the date of issue of Allotment Order. The construction of the building should be started within one year of the date of issue of the Allotment Order. The building should be completed and production started within two years from the date of issue of the Allotment Order. In case of failure to comply with these conditions, the allotment is liable for cancellation.

17. Any loss which may hereby occur to Chief Promoter / SPV will be recovered from the allottee. For the delay caused in submitting the building plans/ starting construction work and completion of factory building, the allottee / lessee will be liable to pay fines to the Chief Promoter / SPV at rates prescribed by Chief Promoter / SPV from time to time and will be liable to be evicted on account of all or any of the aforesaid defaults
18. The incentive for Early Completion shall be subject to the documentation mentioned under clause 2.9 of the Electronics Manufacturing Cluster Land Allotment Policy, 2020
19. The allottee shall have to comply with the Goa (Regulations of Land Development and Building Construction) Act, 2008 and the Goa Land Development and Building Construction Regulation, 2010 made there under or any other laws in force for carrying out any construction and other allied activities.
20. No change in the name of the client or ownership or constitution of the firm to whom the plot is allotted shall be made without the previous written consent of the Chief Promoter / SPV. The consent of the Chief Promoter / SPV will be given on the conditions as may be specified in the Electronics Manufacturing Cluster Land Allotment Policy, 2020 or the Transfer Guidelines to be notified separately.
21. The application form and the terms and conditions of allotment is available on the official website of the Chief Promoter / SPV. In case the form is downloaded from the website, an amount of Rs. 500/- towards application fees has to be paid by cash or demand draft at the time of submitting the application.
22. The application form should be filled up completely. Particulars regarding the requirement of water and electric power should be invariably furnished as accurately as possible. It should be noted that an application which is incomplete in any respect is liable to be summarily rejected without further consideration.

For any other particulars, please contact us during working hours at the address given below:

The Director/ Chief Promoter,
Department of Information & Technology
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AFFIDAVIT CUM UNDERTAKING

I _____, son of _____,
_____, of _____, aged ____ years, resident of _____,
do hereby on solemn affirmation state and submit as under:

1. I say that I am duly authorized to swear this affidavit cum undertaking on behalf of _____.
2. I say that I have applied for a _____ measuring _____ sq. mts with the Chief Promoter, for setting up _____.
3. I say that the unit to be set-up by us is under the Industrial category or _____ under the notified Electronics Manufacturing Cluster Land Allotment Policy, 2020 and the document listed at sub-clauses _____ of Clause _____ of the said policy document are not applicable to us.
4. I hereby undertake to remit to the Chief Promoter/SPV any amount being difference in the premium and any other dues regarding the allotment on lease as demanded by the Chief Promoter/SPV within the time prescribed for payment.
5. I say that I shall abide by all the terms and conditions set forth in the Policy document ,allotment Policy , offer letter, allotment order or the lease deed, in respect of the allotment to be made in my favour.
6. I undertake to pay the lease rent presently payable or subsequently modified/ fixed from time to time in respect of the allotment to be made in my favour.

7. I undertake to abide by the prevailing environmental laws and obtain all necessary permissions.
8. I undertake to obtain and produce all the necessary permissions from the authorities as and when demanded by the Chief Promoter/SPV.
9. I undertake to submit the plans, start the construction activities and commence production within the time frame notified by the Chief Promoter/SPV.
10. I undertake to utilize the minimum area for built up as per the policy of the Corporation and shall not carry out any illegal construction or any unauthorized business activities which are not permitted by Authorities in the plot/land, to be allotted.
11. I undertake to plant at least 6 nos. of ornamental / fruit bearing trees within the area/plot allotted to me.
12. I undertake to pay all the fees, taxes, charges etc payable to the local authority or planning authority having jurisdiction over the plot/land etc to be allotted to me.

Solemnly affirmed at _____ on

this the _____th day of _____ .

Deponent.