

## Checklist for [Request for Lease Deed Execution, Registration and Possession ]

**Checklist:**

### For 1.Industrial Plots

S.No.	Checklist	Input Type	Mandatory
1.	Select the Service You Want To Apply For:	Dropdown Option 1. Lease Deed Execution 2. Possession	Yes

### Industrial Plots Lease Deed Execution

S.No.	Checklist	Input Type	Mandatory
1.	Select Lease Deed Execution Type:	Dropdown Option A. Lease Deed Through Stamp Duty B. Lease Deed Through Bank Guarantee	Yes

### FOR A. Lease Deed Through Stamp Duty

S.No.	Checklist	Input Type	Mandatory
1.	Upload All Stamp Paper Scanned Copy (Stamp Paper of Article 4 / Article 25 / Article 35)	Upload Button	Yes
2.	Photographs	Upload Button	Yes
3.	Aadhaar Card (Self Attested Copy)	Upload Button	Yes
4.	PAN Card (Self Attested Copy)	Upload Button	Yes
5.	Bank Attested Signature of Authorized Person	Upload Button	Yes
6.	Other Relevant Document	Upload Button	No
7.	Select Type Of Firm/Company	Drop Down Option 1. Private Limited Company 2. Public Limited Company 3. Partnership/LLP 4. Trust/Society 5. Proprietorship/ Individual	Yes
	1. Board Resolution for authorisation to sign the deed ( Upload Button ) ( Mandatory) 2. List of Director and Shareholder of Co. duly attested by C.A. ( Upload Button ) (	<b>FOR Private Limited Company and Public Limited Company</b>	Yes

	Mandatory) 3. Memorandum & Article of Association ( Upload Button ) ( Mandatory)		
	1. Notarized Partnership deed ( Upload Button ) ( Mandatory) 2. Firm registration & Form No. 1 or A & B ( Upload Button ) ( Mandatory)	FOR <b>Partnership/LLP</b>	Yes
	1. Registration Certificate 2. Bye-laws of Society certified by Secretary/ Chairman of society 3. List of members with their addresses	FOR <b>Trust/Society</b>	Yes
	None	FOR <b>Proprietorship/ Individual</b>	
8.	Acknowledgment checkbox regarding terms and condition and all dues clear.	Tick Mark	Yes

### FOR B. Lease Deed Through Bank Guarantee

S.No.	Checklist	Input Type	Mandatory
1.	Bank Guarantee Covering Letter	Upload Button	Yes
2.	Upload All Stamp Paper Scanned Copy (Stamp Paper of Article 4 / Article 5 / Article 35)	Upload Button	Yes
3.	Photographs	Upload Button	Yes
4.	Aadhaar Card (Self Attested Copy)	Upload Button	Yes
5.	PAN Card (Self Attested Copy)	Upload Button	Yes
6.	Registration of GST	Upload Button	Yes
7.	Bank Attested Signature of Authorized Person	Upload Button	Yes
8.	Registration of M.S.M.E	Upload Button	Yes
9.	Other Relevant Document	Upload Button	No
10.	Select Type Of Firm/Company	1. Private Limited Company 2. Public Limited Company 3. Partnership/LLP 4. Trust/Society 5. Proprietorship/ Individual	Yes
	1. Board Resolution for authorisation to sign the deed ( Upload Button ) ( Mandatory) 2. List of Director and Shareholder of Co. duly attested by C.A. ( Upload Button ) ( Mandatory)	FOR 1. Private Limited Company 2. Public Limited Company	Yes

	3. Memorandum & Article of Association ( Upload Button ) ( Mandatory)		
	1. Notarized Partnership deed ( Upload Button ) ( Mandatory) 2. Firm registration & Form No. 1 or A & B ( Upload Button ) ( Mandatory)	FOR 3. Partnership/LLP	Yes
	1. Registration Certificate 2. Bye-laws of Society certified by Secretary/ Chairman of society 3. List of members with their addresses	FOR 4. Trust/Society	Yes
		FOR 5. Proprietorship/ Individual	
11.	Acknowledgment checkbox regarding terms and condition and all dues clear.	Tick Mark	Yes

### For Industrial Plots Possession

S.No.	Checklist	Input Type	Mandatory
1.	Application for Possession	Upload Button	No
2.	Time Extension Certificate	Upload Button	No
3.	Lease deed execute date (select date option)	Select Date	Yes
4.	Lease deed proof	Upload Button	Yes
5.	Other Relevant Document	Upload Button	No
6.	Acknowledgment checkbox regarding terms and condition and all dues clear.	Tick Mark	Yes

### For 2. Commercial / 3. Industrial Shed/ 4. Transport Nagar/ 5. Institutional

S.No.	Checklist	Input Type	Mandatory
1.	Select the Service You Want To Apply For:	Dropdown Option 1. Lease Deed Execution 2. Possession	Yes

### For Commercial / 3. Industrial Shed/ 4. Transport Nagar/ 5. Institutional Selects 1. Lease Deed Execution

S.No.	Checklist	Input Type	Mandatory
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1.	Upload All Stamp Paper Scanned Copy (Stamp Paper of Article 4 / Article 25 / Article 35)	Upload Button	Yes
2.	Photographs	Upload Button	Yes
3.	Aadhaar Card (Self Attested Copy)	Upload Button	Yes
4.	PAN Card (Self Attested Copy)	Upload Button	Yes
5.	Bank Attested Signature of Authorized Person	Upload Button	Yes
6.	Other Relevant Document	Upload Button	No
7.	Select Type Of Firm/Company	Drop Down Option 1. Private Limited Company 2. Public Limited Company 3. Partnership/LLP 4. Trust/Society 5. Proprietorship/ Individual	Yes
	1. Board Resolution for authorisation to sign the deed ( Upload Button ) ( Mandatory) 2. List of Director and Shareholder of Co. duly attested by C.A. ( Upload Button ) ( Mandatory) 3. Memorandum & Article of Association ( Upload Button ) ( Mandatory)	FOR 1. Private Limited Company 2. Public Limited Company	Yes
	1. Notarized Partnership deed ( Upload Button ) ( Mandatory) 2. Firm registration & Form No. 1 or A & B ( Upload Button ) ( Mandatory)	FOR 3. Partnership/LLP	Yes
	1. Registration Certificate 2. Bye-laws of Society certified by Secretary/ Chairman of society 3. List of members with their addresses	FOR 4. Trust/Society	Yes
		FOR 5. Proprietorship/ Individual	
8.	Acknowledgment checkbox regarding terms and condition and all dues clear.	Tick Mark	Yes

**FOR Commercial / 3. Industrial Shed/ 4. Transport Nagar/ 5. Institutional 2. Possession**

S.No.	Checklist	Input Type	Mandatory
1.	Application for Possession	Upload Button	No

2.	Time Extension Certificate	Upload Button	No
3.	Lease deed execute date (select date option)	Select Date	Yes
4.	Lease deed proof	Upload Button	Yes
5.	Other Relevant Document	Upload Button	No
6.	Acknowledgment checkbox regarding terms and condition and all dues clear.	Tick Mark	Yes

### For 6. Residential PLOTS

S.No.	Checklist	Input Type	Mandatory
1.	Select the Service You Want To Apply For:	Dropdown Option 1. Lease Deed Execution 2. Possession	Yes

### FOR 1. Lease Deed Execution

S.No.	Checklist	Input Type	Mandatory
1.	Upload Stamp Paper Scanned Copy	Upload Button	Yes
2.	Photograph	Upload Button	Yes
3.	Aadhaar Card (Self Attested Copy)	Upload Button	Yes
4.	PAN Card (Self Attested Copy)	Upload Button	Yes
5.	Bank Attested Signature of Authorized Person	Upload Button	Yes
6.	Other Relevant Document	Upload Button	No
7.	Acknowledgment checkbox regarding terms and condition and all dues clear.	Tick Mark	Yes

### FOR 2. Possession

S.No.	Checklist	Input Type	Mandatory
1.	Application for Possession	Upload Button	No
2.	Time Extension Certificate (For >2 Years Old and No Construction Plot)	Upload Button	No
3.	Lease deed execute date (select date option)	Select Date	Yes
4.	Lease deed proof	Upload Button	Yes
5.	Other Relevant Document	Upload Button	No

<b>6.</b>	Acknowledgment checkbox regarding terms and condition and all dues clear.	Tick Mark	Yes
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