LAND ALLOTMENT

PROCEDURE:-

1. The applicant has to visit the **SIPCOT website** and click on the "**Apply online for Land allotment**" tab and new user tab. Then the applicant has to complete the registration and login process.

2. Once the applicant logs in, he/she has to fill and submit the application form, upload the requisite documents (list is provided below in Annexure 1) and make the payment online.

   Note: Payment details:-

   - **Initial Deposit:**

     Rs.1,00,000/- per acre for SIPCOT Industrial Parks in A & B districts and Rs.50,000/- per acre for SIPCOT Industrial Park in C districts. The initial deposit amount will be adjusted in the plot cost payable. It shall be refunded if the application is closed.

   - **Processing fee (non-refundable):** Rs.10,000/- +GST @18%

3. The applications received through online with the required documents will be scrutinized by the dealing officers of Projects Department concerned and raise queries / additional documents, if any, required from the applicant through e-mail / SMS.

4. The applicant has to respond to the queries through e-mail.

5. The applications received for allotment of land will be placed before the Allotment Committee formed for this purpose, which will be chaired by MD, SIPCOT. The committee meeting will be conducted through Video Conferencing only.

6. The Date and Time of the Allotment Committee Meeting will be communicated to the applicants through e-mail / RPAD.

7. The applicant has to confirm their attendance to the date of the meeting. If the applicant is not available to attend the meeting, they have to communicate the same to SIPCOT through e-mail and request for an alternate date.

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8. In case of postponement of Allotment Committee Meeting, the same will be intimated to the applicant through e-mail.

9. The meeting has to be attended by M.D. / Partner / Proprietor of the applicant Company / Firm / Concern or their authorized representatives.

10. The Allottee should present their project details briefly to the members of the Allotment Committee at the Meeting and clarify the queries raised by the members on the proposed project.

11. An Environmental Consultant will be present in the Allotment Committee meeting to discuss about the environmental issues. If need arises, experts in the respective fields will also be included.

12. The Allotment Committee assesses the application based on an objective evaluation criteria (refer Annexure 2), if more than one application is received for a particular plot.

13. The decision on the allotment of plots or closure / rejection of application shall be communicated within 60 days from the date of application.

14. The Applicant will be informed of the approval/ rejection of their application through e-mail / RPAD, with request to apply for refund of initial deposit along with their bank details.

Annexure 1: **Comprehensive checklist of documents to be submitted for application for land allotment**.

The list of documents to be uploaded by the applicant are as follows:

1) Brief Project Report mentioning the following: a. Promoters background with previous experience, b. Manufacturing process c. Major raw materials, d. End use of the finished products, etc.

2) Certificate of Incorporation and Memorandum & Articles of Association for Private/ Public Limited / Joint sector companies OR Partnership deed and Firm's Registration Certificate for Partnership firms.

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3) In case of Foreign Direct Investment (FDI), applicant should submit copy of application submitted to Reserve Bank of India (RBI) for FDI approval / copy of approval of RBI.

4) Copies of Consent to Establish and Consent to Operate (if available) obtained from TNPCB and copies of any other statutory approval obtained for the existing company.

5) Rough building layout indicating the factory, office, godown, open space, future expansion etc.

6) Proof for Term Loan sanction, if available.

7) Latest Annual Report / Profit & Loss Account for the last three years in case of existing companies/firms.

8) List of Directors / Partners, Shareholders with shareholding pattern of the company/ firm duly certified by a Chartered Accountant and in case of foreign company, it should be certified by a CPA (Certified Public Accountant).

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