

## Application for allotment of SDF in NOIDA SEZ

(FORMAT : ON THE LETTER-HEAD OF THE APPLICANT PARTY)

To,

Development Commissioner,  
Noida SEZ,  
Noida- 201305

**Sub: Application for allotment of SDF in Noida Special Economic Zone (NSEZ) for setting up a Project**

Based on our visit to Noida Special Economic Zone and full understanding of the concessions, waivers and facilities in a Special Economic Zone, including the procedures, rules and regulations to be followed by a unit-holder and after having done due diligence, we have decided to set up a Project in NSEZ for that, we need allotment of SDF, admeasuring .....sq. mtr. Kindly do that and issue us a letter. We agree to the consideration payable. Our particulars and some information relating to the Project are enclosed herewith in the **Annexure – I** to this letter.

As first part of the full consideration payable by us, we enclose herewith cheque/Demand Draft bearing no..... dated ..... drawn on ..... Bank, for an amount of Rs.2,16,375/- (Rupees two lakh sixteen thousand three hundred seventy five only) in favour of 'NSEZ Authority' payable at Noida.

We confirm that we have obtained Letter of Approval No. ....issued by Development Commissioner, Noida (Copy enclosed).

Thanking you,

Yours faithfully,

**Annexure – I**

**Sub : Application for allotment of SDF building in Noida Special Economic Zone(NSEZ) for setting up a Project**

**1) Name & address of Applicant**

- i) Applicant's Name and Designation: \_\_\_\_\_
- ii) Firm/Company name and Registered/Head Office Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Tel # \_\_\_\_\_  
Fax # \_\_\_\_\_  
Website \_\_\_\_\_  
Email \_\_\_\_\_
- iii) Nature of present business \_\_\_\_\_
- iv) PAN: \_\_\_\_\_
- v) LOA No. \_\_\_\_\_ Dated \_\_\_\_\_
- vi) Authorised \_\_\_\_\_ Operation/Item \_\_\_\_\_ of  
Manufacturing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) Present operation at NSEZ** : Yes/ No
- If yes :
- (i) Name of Company : \_\_\_\_\_
- (ii) Plot/SDF No. : \_\_\_\_\_

**b) Legal Status i.e. Proprietor / Partnership/  
Ltd. Company / Public Ltd** :

**c) Estimated investment in the Unit :** INR \_\_\_\_\_  
US\$ \_\_\_\_\_

**4) Allotment sought for**

SDF : \_\_\_\_\_ sq. meter

**5) Estimated requirement of other Inputs**

a) Power : \_\_\_\_\_ KVA

b) Water : \_\_\_\_\_ kilo-litres per day

c) Warehousing : Area (if needed)

d) Manpower –Skilled &  
Unskilled , no. :

**6) Name of the Banker :**

Branch : \_\_\_\_\_

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

Contact number : \_\_\_\_\_

I/we hereby declare that to the best of my/our knowledge and belief the particulars furnished above are true and accurate. I/we agree to abide by SEZ Rules and all rules regulations of NSEZ.

Yours faithfully,

Name of the Authorized Signatory  
Permanent Address of the Authorized Signatory  
Telephone/Mob. No.

Encl:

1. Copy of LOA
2. DD of Rs.2,16,375 /- in favor of NSEZ Authority