



SIPCOT

STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED
19-A, Rukmani Lakshmipathy Road, Egmore, Chennai – 600 008.

OFFICE ORDER

O.O.No.23/2024

17-10-2024

Sub: Issuance of "Permission for sublease" to the allottees for subleasing the Built-up area - Instructions issued- Reg.
Ref: SIPCOT Office Order No.20/2019 dt.31.07.2019
(copy enclosed)

In the reference cited, detailed procedure for issuance of "Permission for sublease" to the allottees for subleasing the Built-up area were enumerated.

In order to expedite the issue of Permission for sublease to the allottees it has been decided to process the applications through online.

IT Department may make suitable provisions in the software to apply online by the allottees for sublease permission. Further, viewing option of the application for sublease may be provided to the concerned Project Department at Head Office.

The applications received through online for sublease permission shall be processed adopting the following procedure and the Project Officers shall intimate the same to their allottees in this regard.

1. List of Documents:

1.1 List of Directors and current shareholding pattern of the company including Holding Company if any, upto individual level duly certified by a Chartered Accountant / CPA. The CA/CPA certificate should have been obtained within 90 days prior to the submission of application for NOC.

1.2 Copy of renewal of Letter of Acceptance (LoA) from MEPZ in respect of SEZ units.

1.3 Commercial Invoice of Operation with the invoice at least within 90 days before the date of application for those allottees which are functioning as per the interpretation of the allotment orders, or / and based on the EOT granted by SIPCOT.

State Industries Promotion Corporation of Tamil Nadu Limited

(A Government of Tamil Nadu Undertaking)

CIN : U74999TN1971SGC005967

Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No. 7223, Egmore, Chennai - 600 008.

Phone : 4526 1777, Fax : 4526 1796 Website : www.sipcot.tn.gov.in



1.4 DTCP approval copy/Certified Engineer approved copy stating that DTCP application is submitted.

1.5 Total Built-up area in sq. ft in the allotted plot and the Built-up area in sq. ft already subleased/ to be subleased for which the approval is requested (with a sketch)

1.6 Copy of sublease Agreement (if already entered)

1.7 Shareholding pattern of sublessee duly certified by CA

2. Role of Project Officer:

2.1 On receipt of application for sublease, the Project Officer concerned shall scrutinize the same and ensure whether all the documents are attached as per the checklist enclosed.

2.2 In case, the allottee has not enclosed any of the documents and/or the allottee has any dues payable to SIPCOT, the same shall be communicated to the allottee (within 3 Days from the date of receipt of application) to furnish the missing documents and remit the dues within 7 days from the date of receipt of communication (with a copy to concerned Project Department at Head Office).

2.3 Simultaneously the Project Officer shall forward the documents furnished by the Allottee w.r.t Sl.no 1 in the list of documents to Head office within 3 Days from the date of receipt of application, by creating an E Office File in this regard.

2.4 The Project Officer has to follow up with the Allottee to furnish the details called for along with the additional details called for by Head Office, on the expiry of 10 Days from the date of application and ensure the allottee adheres to the timelines.

2.5 If the allottee fails to furnish the documents/clear the dues even after follow up by the Project officer, the Project Officer shall forward the documents submitted along with their recommendation letter to close the application on the expiry of 15 days (from the date of application) along with the reasons for closure.

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2.6 The Project Officer shall forward a "No Due Certificate" duly certified by the Project Officer stating that Allottee has remitted all the dues and as on the date of certificate No Dues is pending from the allottee along with the list of documents (as per Sl. No 1) obtained from the allottee to the concerned Project Department at Head Office (by at least 15 days from the date of application) through the same E Office File (received from Head Office) for further processing and issue of permission for sublease. Further, the Project Officer has to forward a copy of the latest monthly status report relating to the allottee submitted earlier (i.e monthly status report sent within 30 days prior to the date of application)

3. Role of Project Department at Head office:

3.1 On receipt of documents from the Project Officer w.r.t Sl.no. 1.1, 1.6 & 1.7 in the list of documents, the concerned Project Department has to check whether there is any change in management or not.

3.2 If the details furnished is inadequate, the Project Department shall within 3 Days from the date of receipt of particulars from the Project Officer through E Office file, intimate the allottee to furnish the additional particulars within 7 Days from the date of receipt of communication (with a copy to concerned Project officer) and return back the E Office File to the Project Office.

3.3 In case the allottee fails to provide the additional information within 7 days of 3.2, the sublease application may be closed upon receipt of the recommendation letter for closure from the Project Officer and the same may be intimated to the allottee within 3 days by the concerned Head of the Project Department.

3.4 The concerned Project Department shall verify the Built-up area furnished by the allottee with that of the periodical status report furnished by the concerned Project Officer.

3.5 On receipt of details from the Project Officer as mentioned in Sl. No. 2.6, the Project Department has to process the application for sublease and the concerned Head of Project Department shall issue the permission for sublease within 5 Days, provided there is no change in management in the allotted unit.

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3.6 The permission for sublease shall have a specific condition that the sublease charges has to be remitted within 30 days from the date of issue of permission for sublease, failing which the permission for sublease will stand automatically cancelled.

3.7 The caution deposit remitted by the allottee at the time of application is tentative. The concerned Project Department shall work out the caution deposit amount based on the industrial park and the excess/shortfall if any shall be intimated to the allottee in the permission for sub lease.

3.8 The caution deposit remitted by the allottee shall be refunded on expiry of the sub-lease period without interest.

3.9 In case of change in management, the allottee may be intimated by the Head of concerned Project Department to remit the transfer fees by email and initiate further action in this regard. The application for sublease will be closed accordingly and the allottee has to apply afresh for sublease on settlement of the change in management issue.

3.10 The E Office file created in this regard shall be merged with the Allottees main file at Head Office.

4. Timeline:

I. In case the allottee has furnished the application along with the list of documents in full:

Project Officer			
Sl.No	Particulars	Period	Cumulative Period
1	Furnishing of Details to Head office as per Sl. No. 2.6 of role of Project Officer along with Sl.no 1.1 to 1.7 of the list of documents	3 Days	T+ 3 Days
Head Office			
1	Calling for Additional Particulars, if any, w.r.t change in management	3 Days	T + 6 Days (In cases where no additional particulars are required, the permission for sublease can be issued within 5 days following the scrutiny of documents. i.e., T+8 Days)
2	Furnishing the documents/particulars by the allottee	7 Days	T + 13 Days
3	Issuance of permission for sublease on receipt of all required documents/particulars	5 Days	T + 18 Days

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II. In case the allottee has not furnished the application along with the list of documents in full and the Allottee requested to furnish the missing documents:

Project Officer			
Sl.No	Particulars	Period	Cumulative Period
1	Calling for Additional Particulars w.r.t missing documents	3 Days	T+ 3 Days
2	Forwarding the documents w.r.t Sl. No. 1.1, 1.6 & 1.7 in the list of documents to Head Office	3 Days	
3	Furnishing the documents / particulars by the allottee within 7 Days and follow up for the same for another 5 Days	12 Days	T + 15 Days
4	Furnishing of Details to Head office as per Sl. No. 2.6 of role of Project Officer along with Sl.no 1.1 to 1.7 of the list of documents / recommendation letter for closure of application in case the details are not furnished.	0 Days	T+ 15 Days
Head Office			
1	Calling for Additional Particulars, if any.	3 Days	Period for Sl. No 1 & 2 at Head Office and Period for Sl. No 1 & 3 of Project Office are simultaneous
2	Furnishing the documents/particulars by the allottee	7 Days	
3	Calling for further additional particulars if the details furnished by P.O as sl.no. 2.6 is inadequate	3 Days	T+18 Days
4	Issuance of permission for sublease on receipt of all required documents/particulars	5 Days	T + 20 Days (or) T + 23 Days

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III. Closure of application in case the allottee fails to furnish the documents/ additional details called for / clear the dues within the prescribed time limit:

Sl.No	Particulars	Period	Cumulative Period
1	Issuance of closure / Rejection of permission for sublease by Head office	3 Days	T + 18 Days

T represents the Date of Application for sublease, and the Days represents the Working Day.

Hence the permission for sublease will be issued within 23 working Days from the Date of Application if the applications given in full shape and without any ambiguity in change of management. Beyond the stipulated period of 23 working Days, the file has to be put up to MD with reasons for delay for approval.

The checklist for the list of documents is enclosed at Annexure-I and the application for Issuing Permission for Sublease is enclosed at Annexure-II.

The above procedure has to be adopted scrupulously and will be in force with effect from 01.11.2024.

Sd/--
MANAGING DIRECTOR

To
All GMs
All HoDs
All Projects Officers – To circulate the above office order to the allottees of their Industrial Parks.

Copy to:
PA to MD
PA to ED
IT Department

/ Forwarded By Order /

Manager (HRD)

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ANNEXURE-I**Checklist for Issuing Permission for Sublease to Allottees****1. Company Details**

- a. Application Reference No.
- b. Application Date
- c. Location of SIPCOT Industrial Park
- d. Plot and Extent
- e. Company Name
- f. Contact Person
- g. Contact Person Mobile No.
- h. Contact Person E mail
- i. Address

2. List of Documents

S.NO	List of Documents	Whether furnished	
		Yes	No
1	List of Directors and current shareholding pattern of the company including Holding Company if any, up to individual level duly certified by a Chartered Accountant / CPA. The CA/CPA certificate should have been obtained within 30 days prior to the submission of application for NOC.		
2	Copy of renewal of Letter of Acceptance (LoA) from MEPZ in respect of SEZ units		
3	Commercial Invoice of Operation with the invoice at least within 90 days before the date of application for those allottees which are functioning as per the interpretation of the allotment orders, or / and based on the EOT granted by SIPCOT.		
4	Total Built-up area in square feet in the allotted plot and the Built-up area in square feet already subleased/ to be subleased for which the approval is requested (with a sketch)		
5	Copy of sublease Agreement (if already entered)		
6	Shareholding pattern of sublessee duly certified by CA		
7	DTCP approval copy/Certified Engineer approved copy stating that DTCP application is submitted		

ANNEXURE-II

STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED **19-A, Rukmani Lakshmipathy Road, Egmore, Chennai - 600 008**

Application For Sub-leasing

1. Company Details
 - a. Application Reference No.
 - b. Application Date
 - c. Location of SIPCOT Industrial Park
 - d. Plot and Extent
 - e. Company Name
 - f. Contact Person
 - g. Contact Person Mobile No.
 - h. Contact Person E mail
 - i. Address
2. Constitution Details (specify whether Sole Proprietorship / Partnership Firm / Public or Private Limited Company)
3. Total Built-up area in sqft in the allotted plot(with a sketch – to be uploaded)
4. Name of the sublessee
5. Line of Activity by the sublessee along with category as TNPCB norms
6. Built-up area subleased / to be subleased in sqft
7. Date of commencement of sublease and sublease period
8. Copy of sublease Agreement (if already entered) – to be uploaded
9. List of Directors / Shareholding Pattern of the allottee at the time of allotment and as on date duly certified by a CA / CPA – to be uploaded
10. Shareholding pattern of sublessee duly certified by CA – to be uploaded
11. DTCP approval copy/Certified Engineer approved copy stating that DTCP application is submitted – to be uploaded
12. Payment Details –
 - a. Caution Deposit @ Rs. 4.50 per sq ft for the area proposed to be subleased
 - b. Processing Fee + GST

STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED
19-A, Rukumani Lakshmipathy Road, Egmore, Chennai-600 008

O.O.No.20/2019

Date:31.7.2019

OFFICE ORDER

Sub: SIPCOT Industrial Complexes / Parks / Growth Centres - Policy on
Sublease and Permission for construction of Plug & Play / Warehouse
facility - Reg.

The Board of SIPCOT at its meeting held on 18.7.2019 reviewed the policy of sublease and to adopt the licence fee towards sub-leasing as tabled below:

Sl. No.	Sub leasing of built up area	Licence fee per sq.ft./ month (in Rs.)
I	Group companies *	0.5% of the prevailing plot cost restricted to Re.1/-
II	Third parties	1% of the prevailing plot cost restricted to Rs.2/-
III	For Siruseri Information Technology Park (SITP) (a) Group Companies (b) Third Party	Rs.2.50 Rs.5/-

*Group companies means the original allottee / sublessee either the company or the major share holders holding more than 50% of the shares in the group company / companies

With regard to MoU / G.O cases including co-developers of SEZs, they should not collect charges for **sub lease of the plot**, whatever name called, at a rate higher than the rate at which SIPCOT allotted the plot to them or in the event, they are sub leasing at a rate higher than the allotted rate of SIPCOT, the differential charges shall be equally shared between SIPCOT and the allottee and they have to agree to pay such differential amount to SIPCOT within 15 days from the date of receipt of the written consent of SIPCOT for the sub-lease and in the event of not paying within 15 days as aforesaid, to pay the differential amount together with interest at 15.5% per annum.

The sub-leasing permission shall be subject to the following conditions:

1. The allottee can sublease the built up area initially for a period of five years and renewable for every three years thereafter. The allottee shall pay the sublease charges upfront annually.
2. The allottee shall inform SIPCOT about the sublease agreement within 15 days from the date of entering into sublease agreement with the sublessee. The allottee shall give a Self Declaration Form as prescribed by SIPCOT for this purpose.
3. The sub leased area as indicated by the allottee in the Self Declaration Form will be inspected by SIPCOT within 90 days from the date of information to SIPCOT. If any suppression is found, SIPCOT will charge Rs.10/- per sq. ft per month as penalty for the suppressed area for the period of sub lease entered.

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4. The above licence fee will be applicable from 1.8.2019.

Further, the allottees who have commenced the commercial production and utilised atleast 50% of the allotted area (including factory building, utility area, internal roads, applicable green belt etc.,) be permitted to construct Plug & Play facility / Warehouse in the balance unutilised area and sub-lease the same, subject to remittance of applicable sub-leasing charges as referred above.

J.KUMARAGURUBARAN
MANAGING DIRECTOR

To

All HODs

All Project Officers,
SIPCOT Industrial Complexes /
Parks / Growth Centres

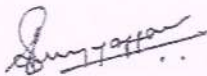
PS to MD

PA to ED

PA to GM(A&LA)

PA to GM(P&D)

/Forwarded by order/


General Manager(P&D)

SELF DECLARATION FORM

1. Name of the Complex/Park/Growth Centre :
2. Name of the Allottee :
3. Plot No. / Extent allotted :
4. Total built up area in sq. ft in the
allotted plot (with a sketch) :
5. Name of the Sublessee :
6. Line of activity by the sublessee :
7. Built up area subleased /
to be subleased in sq.ft* :
8. Date of commencement of sublease
and sublease period :
9. Copy of Sublease Agreement :
10. Shareholding pattern of sublessee
duly certified by a CA. :

I / We, do hereby declare that the
information given above and in the enclosed documents are true to the best of
our knowledge and belief and nothing has been concealed therein.

Place:

Signature with seal

Date:

*The sub leased area as indicated by the allottee in the Self Declaration Form will
be inspected by SIPCOT within 90 days from the date of information to SIPCOT. If any
suppression is found, SIPCOT will charge Rs.10/- per sq. ft per month as penalty for the
suppressed area for the period of sub lease entered.
