

**For OFFICE USE ONLY**Date Received :  
Application Number : ZMFP/COM/SDF/ \_\_\_ of \_\_\_**APPLICATION FOR MSME STANDARD DESIGN FACTORY (SDF)**

- Please provide complete and correct information as this will be used in your record.
- Please fill all fields. Please use block letters and avoid initials and abbreviations where possible.

DETAILS OF APPLICANT	
Name of Individual/ Entity/Organization :	
Registration Number:	
Registered Office Address/ Contact Address :	
City/Village/Town:	Pin
State:	Country
Registration Number:	Permanent Account Number (PAN) :
GST Reg No:	
Bank Account No :	Bank Name & Branch :
Head of Organization/Proprietor:	Din No:
Contact Number:	Email:
Name of Contact Person	
Contact Number:	Email:

DETAILS OF PROPOSED PROJECT
Name of Project:
Brief Description of Project:
Schemes/ Subsidies (if any):
Proposed Investment:

**DECLARATION**

I certify that the information presented above and other application material is accurate, complete and honestly presented. I understand and agree that any inaccurate information, misleading information or omission will be cause for the revision of any offer if discovered at a later date.

I have read, understand and agree to the terms and conditions laid down by Zoram Mega Food Park for the allotment of SDF

Date: \_\_\_\_\_ Signature of the Applicant:  
Place: \_\_\_\_\_ Name of Applicant:

FOR OFFICE USE ONLY	
Recommendation <input type="checkbox"/> Accept <input type="checkbox"/> Rejected <input type="checkbox"/> Waitlisted	Proposed SDF Number:
Authorized Signatory :	Name of Authorized Signatory :

## Terms & Conditions for Allotment of SDF

- 1) Mere application for allotment MSME SDF does not entitle an applicant to automatic allotment of a SDF even if vacant allocations are available. Allotment is purely at the discretion of Zoram Mega Food Park Private Limited (ZMFP). ZMFP reserves the right to reject or allot SDFs for any reason it deems relevant.
- 2) The applicant may not sub-lease, join lease or make any binding or temporary arrangement with another party or parties before, during and/or after allotment of the SDF without the express permission of Zoram Mega Food Park
- 3) Allotment will be for a 3 year rental lease The party shall abide by the terms & conditions laid on the Annual Lease Deed Agreement.
- 4) Should the applicant be allotted a lease, the applicant shall initiate actions for securing and finalizing the allotment within one weeks of receipt of SDF Allotment Letter from ZMFP. It is the responsibility of the applicant to have all prerequisite documents and requirements for final processing and handing over of the SDF. All formalities for final allotment must be completed within 45 calendar days of receipt of the SDF Allotment Letter failing which ZMFP reserves the right to withdraw the allotment and offer the same to other parties.
- 5) The Applicant will submit the following documents at the time of application of the SDF:
  - a. Company registration number/ MSME Reg No. Etc.
  - b. Application Letter on Company letterhead with Brief Summary of Company
  - c. Brief Summary of Activities proposed in the food park with details on utility requirements, potential waste products, hazards and special conditions and requirements etc.
  - d. Identity Proof of the Applicant
- 6) All applications must be submitted to the Zoram mega Food Park city office for final approval.
- 7) Rental rate will be Rs.15000 (Rupees Fifteen Thousand) per month. Rental does not include water and electricity charges. Rate does not include rental for use of common infrastructure.
- 8) Payment of rent and charges will be based on the following schedule:

Component	Amount	Particulars
a)	Rs. 5000	Ernest Money Deposit at time of booking of SDF. To Adjusted to payment of first rent.
b)	Rs. 1000	Processing Fee
c)	Rs. 30,000	Security deposit at the time execution of Rental Agreement. Refundable at time of expiry of lease
d)	Rs. 15,000	Monthly Rental

- 9) ZMFP reserves the right to revise its rate from time to time.
- 10) Lessee must be engaged in food processing for them to be eligible for consideration.
- 11) Lessees may not undertake activities that involve the rearing/slaughter of live animals or crop cultivation onsite.
- 12) Final allotment will commence only following deposits of Security Deposit. Lessee will forfeit the Security Deposit if:
  - a. He/she defaults on monthly rental payments for two months
  - b. He/she causes damage to the SDF or any assets of ZMFP.
- 13) The allotment may be cancelled if:
  - c. The SDF allotted to the lessee is found without any activity/development for more than 6 months.
  - d. The lessee engages in activities that are illegal or in contradiction of the rules of the food park.
  - e. The lessee Defaults in payment of rent for more than two months.
  - f. The lessee sublets/ rents to third parties without the express permission of ZMFP
- 14) ZMFP reserves the right to insert any terms & conditions in regard to the allotment .