

**ELECTRONICS CORPORATION OF TAMILNADU LIMITED
CHENNAI – 600 035**

O/o. No. 03/2023

Date: 12 .05.2023

OFFICE ORDER

Sub : ELCOT IT Parks – Policy on Sub-Lease – Regarding.

Ref : Minutes of the Board Meeting held on 13.04.2023.

The Board of ELCOT at its meeting held on 13.04.2023 reviewed the policy of sub-lease and to adopt the license fee towards sub-leasing as detailed below:

Sl. No	Sub-leasing of Built-up Area	License Fee per sq. ft / month (In Rs.)
1	Group Companies*	0.5% of the prevailing plot cost, restricted to Rs.1/- per sq. ft per month
2	Third Parties	1% of the prevailing plot cost, restricted to Rs.2/- per sq. ft per month
3	For Sholinganallur IT Park a) Group Companies b) Third Parties	a) Rs.2.50/- per sqft per month b) Rs.5.00/- per sqft per month

* Group Companies means the Original Allottee / sub lessee 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-developer 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 ELCOT allotted the plot to them or in the event, they are sub leasing at a rate higher than the allotted rate of ELCOT, the differential charges shall be equally shared between ELCOT and the allottee and they have to agree to pay such differential amount to ELCOT within 15 days from the date of receipt of the written consent of ELCOT 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 condition shall be subject to the following conditions:

- a. The allottee can sub-lease the built-up area initially for a period of 5 years and renewable for every three years thereafter. The allottee shall pay the sub-lease charges upfront annually.
- b. The allottee shall inform ELCOT about the sub-lease agreement within 15 days from the date of entering into sub-lease agreement with the sub-lessee. The allottee shall give a Self Declaration form as prescribed by ELCOT for this purpose.
- c. The sub-leased area as indicated by the allottee in the Self Declaration form will be inspected by ELCOT within 30 days from the date of information to ELCOT. If any suppression is found, ELCOT will charge Rs.10/- per sq. ft per month as penalty for the suppressed area of sub-lease entered.
- d. The above license fee will be applicable from 13.04.2023

Further, the allottees who have commenced the commercial production and utilized atleast 50% of the allotted area (including Office Building, Utility Area, Internal Roads, applicable green belt etc.) be permitted to sub-lease the same, subject to remittance of applicable sub-leasing charges as referred above.

LCyMS
12/15/23

(A.JOHN LOUIS)
MANAGING DIRECTOR (FAC)

To
All HODs
All Administrative Officers
MD's Table
ED's Table

On Non-Judicial Stamp Paper
To the value of Rs.20/-

SELF DECLARATION FORM

1	Name of the ELCOT IT Park	:	
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 Sub-Lessee	:	
6	Line of activity by the Sub-Lessee	:	
7	Built-up area sub-leased / to be sub-leased in sq. ft*	:	
8	Date of commencement of sub-lease and sub-lease period	:	
9	Copy of Sub-lease Agreement	:	
10	Shareholding pattern of Sub-Lessee 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 to be concerned therein.

Signature with Seal

Place:

Date:

* The sub-leased area as indicated by the allottee in the Self Declaration form will be inspected by ELCOT within 30 days from the date of information to ELCOT. If any suppression is found, ELCOT will charge Rs.10/- per sq. ft per month as penalty for the suppressed area for the period of sub-lease entered.

