

APPLICATION FOR BOOKING OF IT SPACE
IN ELCOT IT PARKS
WITHIN ELCOT's IT/ITES SPECIAL ECONOMIC ZONES (SEZs)

1.0 PARTICULARS OF APPLICANT		
1.1	Name of the Company / Firm	
1.2	Name	
1.3	Designation	
1.4	Address	
1.5	Telephone Number	
1.6	Mobile Number	
1.7	Fax	
1.8	E-mail	
1.9	Website URL	
	Note: In case of a foreign firm or a company information the local contact details should be given	
2.0.	LOCATION OF IT PARK PREFERRED	
2.1	Space Requirement in sq.ft. (WARM SHELL ONLY) (Minimum Lease Period 3 years)	
2.2	Short term lease 3 years (No. of years)
2.4	Level / Floor Preferred (Minimum Area for Allotment :2000 sq.ft)	First sq. ft. Secondsq. ft.
2.5	Expected date of occupation	
3.0	Existing Activities	
4.0	Proposed usage / activities (should be IT/ITES EXPORT operations only)	
5.0	UTILITIES SERVICE REQUIREMENT	
5.1	ELECTRICITY	
	Average Daily Consumption	(kWh)
	Load Required	(KVA)
6.0	Communication	
6.1	Telephone lines	
6.2	ISDN Lines	
6.3	Leased Lines	Mbps
6.4	Preferred Service Provider	

7.0	Employment	
7.1	No. of employees to be housed	Nos.
8.0	Other relevant Information	
8.1	Two copies of your certificate of Incorporation and the Memorandum & Articles of Association or Registration Form showing the particulars of the sole proprietorship/partnership are to be attached	
8.2	Brochure of Company, Products and Services, Nature of Business	
8.3	Documentary proof towards export of IT/ITES product/ services	
8.4	Latest company's Annual Report or Audited Accounts of past 2 years	
8.5	Company's brief and the business plan for the next 3 years	
		Signature:
		Name :
		Designation: