

**APPLICATION FOR BOOKING OF IT SPACE IN ELCOT IT PARTS
WITHIN ELCOSEZ IT/ITES SPECIAL ECONOMIC ZONES (SEZs)**

1.0 PARTICULARS OF APPLCIANT	
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	
2.3 Level/Floor Preferred (Minimum Area for allotment : 2000 sq.ft)	
2.4 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
	Load Required
6.0	Communication
6.1	Telephone lines
6.2	ISDN Lines
6.3	Leased Lines
6.4	Preferred Service Provider
7.0	Employment
7.1	No. of employees to be housed
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 products/service
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: