

**APPLICATION FOR
 Tripartite License Agreement for Temporary Space Sharing for IT/ITeS**

TSSA No:

Date:

(To be filled by LESSEE & Sub-Lessee)

Part A

Sl No	Company	Details	Official	
			Verified by	Remarks
1	Details of LESSEE Company (with copy of Board Resolution for space sharing, Details of Board of Directors, ID Proof of signing authority etc.)			
2	Details of total space leased to LESSEE (Area, Module No., Building)			
3	Date of Original Agreement/Renewal Agreement and Lease Period			
4.	Details of space to be shared (Area details with sketch)			
5	Reason for sharing space			
6	Track Record of LESSEE (Details of Dues/Litigations, Complaints etc. if any)			
7	Details of SUB-LESSEE (Request Lr, Copy of AoA, MoA, Company Incorporation Certificate, Business Profile, Board Resolution, Details of Board of Directors, ID Proof of signing authority etc.)			
8	Details of space request submitted to Technopark (Space request No & date)			
9	Period of space sharing	11 months from		
10	Communication details of Lessee Name & Designation Mobile : Email ID:			
11	Name & Signature of LESSEE & Sub-Lessee Whether the LESSEE has sub leased the premises earlier, If so provide details like :- SUB LESSEE, AREA, PERIOD			

PART B (for eligible LESSEE)

Sl.No	Particulars	Details	Verified By	Remarks
1	Financial dues of LESSEE as on date if any			
2	Currently paying lease rent for entire leased area of Sq.ft. by Lessee (Total Sq.ft)			
3	Rent Escalation with effective from			
4	Rent applicable for Sub-leased area (Sq.ft)			
5	Additional Security Deposit to be paid for Sub-Leasing			
6	Financial due of Sub-Lessee as on date if any			

PART C (Document Checklist)

Sl.No	Particulars	Details	Verified By	Remarks
1	LESSEE's Request, Board Resolution, ID Proof of Signing Authority			
2	Details of Sub-Lessee (Request Letter, MOA, AOA, Incorporation, Company Profile, Board Resolution, Board of Directors, ID Proof)			
3	Validity of the Lease Period - Copy of latest Lease / Renewal Agreement			
4	Duly Signed copy of MOU/ Agreement between LESSEE & Sub LESSEE for space sharing			
5	Receipt of ASD paid by LESSEE for Space Sharing			
6	Details of Escrow account opened for remitting entire monthly bills			
7	Duly Verified Tripartite Draft			
8	Stamp Paper – 3 sets			

Recommended By:

BD Finance Legal Admin Project

Approved By:

Registrar

Date:

