



सर्वेषां विकासाय

Standard Operating Procedure (SOP) For Industrial Use

Service: Mortgage of Plot Service

Mode of Service: Online

Authority: State Infrastructure and Industrial Development Corporation of Uttarakhand Ltd.

- Service Timeline for Approval: 15 days
- Single Window System and Application Access URL:
<https://investuttarakhand.com/>
- SIIDCUL Websites:
<https://www.siidcul.com>

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Procedure for Submission of Mortgage Service Application:

1. To apply for Mortgage of Plot, the applicant would register himself/herself on Single Window Clearance system i.e. www.investuttarakhand.com.
2. After registration, applicant would login in to "www.investuttarakhand.com" using his/her credentials.
3. After Login, a home page would display and the applicant would click on "Apply for Departmental services" Relevant List of all Departments would display under "Apply for pre establishment services" tab. The Applicant would select "SIIDCUL" from the available department list.
4. After Clicking "SIIDCUL", the applicant would select "Application for mortgage permission" from the available list of services.
5. Applicant would select the CAF ID (In case of new unit) or EU ID (In case of existing Unit. applicant need to fill up the Existing Enterprise form under the **Apply for Departmental Services**. A page will open to upload all the required documents for Mortgage. Applicant will upload the documents and click on "Continue and Apply" then page will redirect to www.eservicessiidcul.com
6. Property details would display. Applicant would select the property and click on "Proceed" Button.
7. Online Application form for Mortgage would open. After filling all the required information applicant would click on "submit" button.
8. Reference Number will get generated.

Approval Process of Mortgage service and Issuance of Mortgage service approval Letter:

1. Applications are received in the Regional Manager console.
2. After scrutiny of applications, Regional Manager forwards the application to Manager Accounts.
3. Manager Accounts scrutinize the application and forward the application with recommendation to Finance Controller.
4. Finance Controller can approved or forwards the application to Managing Director for approval.
5. After Approval of Finance controller / Managing Director, Regional Manager issues the permission letter online.
6. Applicant can download Approval Letter from www.investuttarakhand.com dashboard as well as allottee login and also receive in registered email id.

Processing Fee for Mortgage

- NIL.

Mortgage Charges:

<i>S.No</i>	<i>Particular</i>	<i>Amount</i>	<i>Time</i>
<i>1</i>	<i>Mortgage Charges</i>	<i>Nil</i>	Nil

Checklist of Document

Check List of Documents for Mortgage of Plot

Common Documents

- Request from the allottee on letter head/plain paper as per prescribed format (Annexure-G/I)
- Request letter from the concerned Bank/FI.
- NoC from Bank/FI in whose favor plot/shed was earlier mortgaged (if applicable)
- Sanction letter from Bank/FI
- An undertaking from the bank that in case of default if they wish to enforce the mortgage they will first inform SIIDCUL, pay all the dues and obtain NOC from SIIDCUL before going for any legal action.

In case of Partnership Firm

- In case request has been signed by only one partner, authorization letter from other partners in his/her favor and such one partner shall preferably be the majority stake holder in the firm.
- Self-certificate duly signed by all the partners that there are no changes in the partners since the date of allotment till date.

In case of Company

- Board resolution of the company for mortgaging the plot clearly indicating the amount of financial assistance being availed and in whose favor plot is to be mortgaged and authorization in favor of authorized person submitting the application.
- Self / CA Certificate indicating the details of authorized & paid up capital, names of shareholders, No. of shares held by each shareholder and details of directors of the company at the time of allotment and all subsequent changes therein from time to time (date-wise) till date.

In case of LLP

- List of Partners with following fields Name, % share/partnership interest, Address, Phone no duly attested by Practicing CA/Practicing CS
- List of designated Partners with Name, DPIN duly attested by Practicing CA/Practicing CS
- Power of Attorney /Authorization letter of Authorized Signatory.

In case of Govt. Department/Statutory Bodies

- Power of Attorney /Authorization Letter of Authorized Signatory.

In case of Trust

- List of trustees with following fields Name, Address, Phone no duly attested by Practicing CA/Practicing CS.
- Managing Trustee if Any

In case of Society

- List of Governing Body Members