



सर्वेषां विकासाय

Standard Operating Procedure (SOP) For Industrial Use

Service: Reconstitution 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 Reconstitution Service Application:

1. To apply for Reconstitution, 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 reconstitution of allottee organization" 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 Reconstitution. 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 Reconstitution would open. After filling all the required information applicant would click on "submit" button.
8. Reference Number will get generated.

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

1. Applications are received in the Regional Manager console.
2. After scrutiny of applications, Regional Manager forwards the application to DGM.
3. DGM scrutinize the application and forward the application with recommendation to General Manager.
4. General Manager can approve or forwards the application to Managing Director for approval.
5. After Approval of General Manager / 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 Reconstitution

- Plot Area 0 To 4000 sqmt/- Processing Fees=5000
- Plot Area 4001 To 8000/- Processing Fees=10000
- Plot Above 8000/- Processing Fees=20000

Reconstitution Charges:

S.No	Particular	Amount	Time
1	Reconstitution Charges	<ul style="list-style-type: none">• Below 24% shareholding change, Levy Rs. Nil• Shareholding change from 24% to 49% , Levy 5% to Total land cost at current base rate• Shareholding change above 49%, levy 15% of Total land cost at current base rate	NA

Checklist of Document

Check List of Documents for Reconstitution of Plot

Common Documents

1. Application from (Annexure-E-I)
2. Original Bank NOC in case of Mortgage

In case status is "In production"

- EM Part II
- Purchase Bill (Not old than 3 months)
- Electricity Bill (Not old than 3 months)
- Electricity Bill (Not old than 3 months)

In case of Company:

- MoA & AoA duly attested by Practicing CA/Practicing CS
- List of Shareholders with following details:-Name, Total Share Held, Face Value of Shares,% Holding duly attested by Practicing CA/Practicing CS
(In case more than 50 shareholders, give the top 50)
- Certified Copy of Board Resolution
- PAN Card of Company
- Identity Proof of Authorized Sign
- Address Proof of Authorized Sign
- ROC Certificate
- In case of Partnership
- Copy of Partnership Deed registered/Notarized
- List of Partners with following fields Name, % share/partnership interest, Address, Phone no, PAN No duly attested by Practicing CA/Practicing CS
- Power of Attorney /Authorization from all Partners
- Identity Proof of Authorized Sign
- Address Proof of Authorized Sign
- PAN Card of Firm

In case of Proprietorship

- Identity Proof .
- Address Proof In case of LLP
- Incorporation Document duly attested by Practicing CA/Practicing CS
- List of Partners with following fields Name, % share/partnership interest, Address, Phone no duly attested by Practicing CA/Practicing CS
- Power of Attorney /Authorization letter of Authorized Signatory.
- LLP PAN Card
- Identity Proof of Authorized SignatoryAddress Proof of Authorized Signatory