

TERMS AND CONDITIONS/GUIDELINES FOR FILING ONLINE APPLICATION

1. The allotment of industrial plots shall be made in accordance with the revised allotment procedure prescribed in HUDA Estate Management Procedures (EMP)-2016, which inter alia, includes as under:-
 - a) The applications received by HUDA shall be evaluated against the approved Parameter given in HUDA EMP 2016.
 - b) In case the number of qualifying applications after scrutiny are found to be less than the number of plots offered for allotment, the allotment shall be made by the Industrial Plot Allotment Committee and in case the number of qualifying applications are more than the number of offered plots, the allotment shall be made through limited e-auction amongst the qualifying applicants.
 - c) The Plots shall be allotted on 'as is where is' basis. All efforts shall be made to complete the allotment process as early as possible however, in case of delay in finalization of allotment process beyond Six Months, unsuccessful applicants shall be paid interest @ 5.5% p.a. on the earnest money for the period exceeding Six Months of closure of scheme till the date of rejection of application by HUDA.
 - d) HUDA reserves the right to add/ amend/ withdraw/modify any of the above terms & conditions at any stage without any notice. The decision of HUDA in respect of all these will be final.
 - e) The allotment rate mentioned on the portal is tentative and allotment shall be made at the rate prevailing on the date of issue of RLA or Bid quoted by the applicant in case of e-auction, whichever is higher.
 - f) In case the applicant, who given the highest bid under e-auction allotment scheme of HUDA but does not accept the allotment, the entire amount deposited by him towards the application money alongwith the application i.e. 10% of price of the plot at the reserved price, be forfeited.
 - g) Where the number of applications received are less than or equal to the number of offered plots and allotment is made at the reserved price, in those cases also, if the applicant does not accept the allotment after issuance of the RLA, the entire amount deposited by him towards the application money, be forfeited.
2. The applicants are advised to get themselves registered at e-Governance Portal of HUDA (www.huda.org.in). Fill an online application form, upload the requisite documents and remit the prescribed application money (earnest money and processing fee) as per prescribed procedure.
3. Before submission of application for allotment of industrial plots, the applicant is required to carefully go through (i) HUDA Estate Management Procedure-2016, (ii) Guidelines for on-line

Industrial Plot applicants; (iii) Procedure for filing online application for allotment of Industrial Plot, (iv) Terms and conditions for allotment (v) Advertisement for Industrial plot allotment and (vi) Payment Procedure sections available at the e-governance portal (www.huda.org.in) and , thereafter, register themselves with HUDA online. Applicants under reserved categories of NRIs/PIOs and units with 33% or more FDI in total investment as well as persons with disabilities can also apply against plots reserved for them.

4. After successful registration, the applicant can apply for allotment of Industrial Plots/sheds by filing an online application, uploading the requisite documents and remitting the prescribed application money through NEFT/RTGS supported with a system Generated Challan as per the prescribed payment procedure. For any clarification/assistance in submission of online application/remitting the application money, applicants may approach the 'HUDA Help Desk.
5. The application complete in all respect should be received on or before last date of filing online application. The application money including processing fees (non-refundable) should be credited to the designated bank account of HUDA on or before last date of filing online application. Application money amount if credited after 12:00 midnight of the closing date of filing of online application will not be accepted.

Guidelines for online Industrial Plot applicants:

1. First time user is required to register himself/herself/itself through registration link.
 2. Registered user and Applicant seeking plot allotment (persons(s)/entity proposing to set up the industrial project) should be the same. Please select appropriate Applicant Status at the time of registration.
 3. Applicant Company/ Partnership Firm etc. should be in existence at the time of application, duly incorporated/registered as per applicable laws. Change of name at allotment stage is not supported by on-line application utility. In-case of Joint applicants, maximum three applicants can join together. In case of Company/Partnership Firm applying under 'NRI category', main promoter should have valid NRI status with majority stake (atleast 51% shareholding) in the project. Under 'Persons with disability category', applicant can be only an individual or proprietorship.
 4. The Applicant should have a valid Permanent Account Number (PAN) issued by Income Tax authorities, active Bank Account and active email id.
 5. The Project Type has been categorized as i) Mega ii) Prestigious iii) FDI iv) NRI/PIO v) General vi) Persons with Disability. Applicant shall be required to choose the appropriate Project Type. Further, in Section-I of online application form, applicant can select the appropriate Applicant Category out of i) Women entrepreneur ii) Ex-serviceman iii) General iv) First generation entrepreneur intending to setup business for first time.
 6. **i. Prestigious projects:** As per EMP, Prestigious Project would mean;
 - a. For an Estate falling in Category A; Project involving Fixed Capital Investment (i.e. land, building, plant and machinery & Misc. Fixed Assets) of Rs. 50 crore and above, to be invested within the permissible period as per EMP.
 - b. For an Estate falling in Category B; Project involving Fixed Capital Investment (i.e. land, building, plant and machinery & Misc. Fixed Assets) of Rs. 40 crore and above, to be invested within the permissible period as per EMP.
 - c. For and Estate falling in Category C; Project involving Fixed Capital Investment (i.e. land, building, plant and machinery & Misc. Fixed Assets) of Rs. 30 crore and above, to be invested within the permissible period as per EMP.
- ii. Mega Projects:** As per EMP, Mega Project would mean; Project involving Fixed Capital Investment (i.e. land, building, plant and machinery & Misc. Fixed Assets) of Rs. 100 Crore and above or project involving employment generation of more than

500 persons and serving as anchor units for proliferation of ancillaries. Such Projects can be considered grant of a customized package of incentives, depending on merits of the case, Haryana Enterprise Promotion Board.

7. The applicant is required to remit application money including processing fee (non-refundable) through system generated challan. Payment through any other mode shall not be accepted. Deposit of Lesser amount than the required amount will result in non acceptance/rejection of the application. Applicant shall be required to provide details of Bank Account in the Challan Form. Refund of earnest money, if required, shall be made by HUDA by way of transfer of funds to the registered Bank Account of the Applicant. Applicants seeking plot allotment under 'NRI/PIO category' are required to transfer funds out of their Non-Resident External Rupee Account (NRE A/c) or by way of remittances from abroad.
8. Application is required to be submitted on-line, on or before the last date, after filling up application form and uploading Project Report. The application money including processing fees (non-refundable) should be credited to the designated bank account of HUDA on or before last date of filing online application. Application money amount if credited after 12:00 midnight of the closing date of filing of online application will not be accepted. Applicant shall not be able to submit incomplete application or after the stipulated last date has elapsed.
9. After submission of application and successful realization of application money amount by HUDA, **an acknowledgement shall be generated.**
10. No change, whatsoever, in the details provided in submitted application shall be entertained by HUDA at allotment stage, unless the applicant is specifically directed by HUDA to do so. However, change of address and bank account for refund of application money can be made by the applicant on-line.
11. Applicant is advised to retain a copy of the uploaded documents including project report (both hard and soft copies) alongwith details of the information provided in on-line application for future reference.
12. Applicant is required to adhere to the file format/size in respect of documents to be uploaded on-line application to avoid any inconvenience.

13. For any difficulty/issues related to remittance of application money or submitting on-line application, please contact HUDA help desk – 1800-180-3030.

Procedure for filling the online application for allotment of Industrial Plot.

1. Registration process:- An applicant has to register through online link provided on the website of HUDA (www.huda.org.in), if not registered earlier. **The 'Register to apply' link is available in the Advertisement view/On-going basis.**

2. Registration verification process:- Once registered successfully, an E-mail will be sent to the registered E-mail ID. The user can now login to the User ID and password through the Login section.

3. Application submission process:-

- i.** The user can open the home page through the link: www.huda.org.in.
- ii.** Press the 'login' link provided on the upper **left corner** of the home page.
- iii.** The user can now login alongwith the credentials provided to him/her at the time of registration process.
- iv.** The application money including processing fee (non-refundable) is required to be deposited through system generated challan. Payment through any other mode shall not be accepted. Deposit of Lesser amount than the required amount will result in non acceptance/rejection of the application.
- v.** After successful submission of the application, the applicant shall be taken to the make payment link. The applicant can generate prefilled challan through the system for making payment in offline mode (NEFT/RTGS).
- vi.** Once the application has been submitted successfully, the applicant will not be allowed to modify/update the data/information. However, provision for re-uploading of documents is allowed in case the same not found in order at the time of scrutiny of application by HUDA.

1. In case, the applicant/allottee intends to make payment in offline mode through NEFT/RTGS, a system generated challan is required which can be generated by selecting the appropriate link of Generate Challan for offline payment.
2. **Offline payment:-**
In case the applicant/allottee intends to make the payment in offline mode through NEFT/RTGS from his bank account, the same can be made after selecting the appropriate payment head and generating challan through the Generate challan for offline payment link. On selecting the appropriate parameters in payment details screen, a challan will be downloaded into the system. The applicant/allottee needs to take this challan of his bank for remitting payment through NEFT/RTGS.
3. The payment made to HUDA through any other mode or into any other bank account of HUDA shall not be accepted
4. The application money including processing fees (non-refundable) for allotment of industrial plot should be credited to the designated bank account of HUDA on or before last date of filing online application. Application money amount if credited after 12:00 midnight of the closing date of filling of online application will not be accepted.
5. The system generated challan shall contain a virtual account no. of HUDA which is valid for single transaction.

Terms & Conditions for online industrial Plot allotment

1. The allotment shall be made in accordance with the Enterprises promotion Policy of the State Government and HUDA Estate Management Procedures (HUDA EMP)/Allotment Procedure of the Corporation, as amended from time to time. The applicant confirms that he has gone through the Industrial Policy of the State Government and the HUDA Estate Management Procedures (HUDA EMP)/Allotment Procedure of HUDA and understood the provisions thereof and agrees to abide by the same.
2. The application is required to be made by the applicant himself, in case of individual/proprietorship firm; by any partner, duly authorized by the order partners, in case of partnership Firm; by Director/Authorized person, duly authorized by a resolution passed in the meeting of Board of Directors, in case of Company; main promoter, in case of joint applicants; Karta in case of HUF; trustee authorized by Board of Trustees in case of Trust; by the NRI/PIO, in case of application under NRI/PIO category.
3. The allotment shall be made as per availability and the number of plots indicated in the advertisement/Web portal are tentative and may vary at the time of allotment.
4. Size of the plots indicated is tentative and may vary at the time of allotment/possession.
5. **The plots are allotted on as is where is basis.**
6. The applicant shall be required to maintain confidentiality of the assigned user ID and password and in the event of the same passing on to any third person, all risk and responsibility shall rest with the applicant.
7. The registered E-mail ID of the applicant shall be used by HUDA for communicating with the applicant/allottee. Therefore, the applicant shall be required to maintain the registered E-mail ID on permanent basis/update the changed E-mail ID with HUDA.
8. The applicant shall be required to provide correct information in the application form, project report and other documents and in case any information is found to be incorrect, at a later stage, allotment of the plot shall be liable to be cancelled.
9. The application shall be considered for allotment of plots only after submission/uploading the required information/ documents by HUDA. Incomplete application shall be outrightly rejected.
10. The applicant shall be required to produce the document, as may be required by HUDA, for verification from time to time.
11. In case the applicant is found successful for allotment of plot, upon issuance of Regular Letter of Allotment (RLA), the allottee shall be required to submit unconditional acceptance to the terms and conditions of allotment/RLA, deposit required amount

towards allotment money. Conditional acceptance shall not be entertained.

12. In case of application under FDI category, atleast 33% of the project cost has to come from FDI route with the approval of the concerned authorities.
13. In case of allotment under prestigious project/mega projects category, the allottee shall be required to complete the project with envisaged investment within the stipulated period failing which the allottee shall be liable to pay penalty as prescribed from time to time.
14. The use and utilization of plot, time limit for commencement of production, completion of the project, extension therein, leasing/renting of built up space, transfer of the plot, change in constitution, mortgage of plot with any Bank/FI and other matters connected with the allotment/management of industrial plot shall be governed by the Provisions of HUDA Estate Management Procedure 2016, as amended from time to time.
15. Violations of any terms and conditions of allotment, provisions of Enterprise Promotion policy, HUDA EMP or any rules/regulations framed by the State Government as well as HUDA or non-payment of dues, shall render the plot liable for resumption
- 16. The information/documents furnished by the applicants shall be retained for a maximum period of four years from the date of submission of application.**
17. Mere remittance of earnest money & processing fee (non-refundable) and submission of application shall not entitle the applicant for allotment of plot.
18. The allotment rate mentioned on the portal is tentative and allotment shall be made at the rates prevailing on the date of issue of RLA or Bid quoted by the applicant in case of e-auction, whichever is higher.
- 19. In case the applicant, who gives the highest bid under e-auction allotment scheme of HUDA but does not accept the allotment, the entire amount deposited by him towards the application money alongwith the application i.e. 10% of price of the plot at the reserved price, be forfeited.**
- 20. Where the number of applications received are less than or equal to the number of offered plots and allotment is made at the reserved price, in those cases also, if the applicant does not accept the allotment after issuance of the RLA, the entire amount deposited by him towards the application money, be forfeited.**
21. All disputes shall be subject to jurisdiction of Panchkula, Haryana only.

22. The Authority reserves the right to add/amend/ withdraw/modify any of the above terms and conditions at any stage without any notice. The decision of the Authority in respect of all these will be final.

Terms of payment

1. 10% price of the plot towards earnest money alongwith applicable processing fee (non-refundable) with application.
2. **Plot allotted by way of allotment:-** Balance 25% of the price of the plot (after adjusting 10% Earnest money paid at the time of submission of application) within 30 days from the date of issuance of Regular Letter of Allotment and Balance 75% either in lump sum without interest, within 60 days from the date of issuance of Regular letter of Allotment or in 8 equal half yearly instalments. Interest as amended from time to time on the balance amount shall be payable alongwith the instalment, from the date of offer of possession.
Plot allotted by way of e_auction:- Balance 25% of the price of the plot (after adjusting 10% Earnest money paid at the time of submission of application) within 45 days from the date of auction. In case of failure to deposit the said amount within the above specific period, the allotment shall be cancelled and the 10% amount towards bid money shall stand forfeited to the Authority against which the applicant shall have no claim for damages. Remaining 75% amount of bid amount shall be paid lump-sum within a period of 180 days from the date of auction, failing which this allotment shall stand cancelled without any notice and money deposited by the applicant (equal to 25% of bid money), shall stand forfeited to the Authority and the applicant shall have no claim for the damages.
3. The applicant shall be required to remit payment of earnest money and processing fee (non-refundable) through system generated challan. Payment through any other mode shall not be accepted. In case the applicant is unsuccessful in allotment of plot, the refund of application money shall be made by crediting the same to the bank account of the applicant (maintained in India) registered with HUDA.
4. Application with part payment/short payment towards earnest money and processing fee(non-refundable) will not be accepted.
5. The NRI/PIO applicants are required to deposit price of the plot (including earnest money) out of their NRE account in India or by way of their remittances from abroad. Payment by any other mode shall not be accepted. In case of refund of earnest money to the unsuccessful NRI/PIO applicant as well refund of payments received towards the plot cost from NRI/PIO allottees, upon surrender/cancellation/resumption of plot, the refund shall be made by the Authority only in Indian Rupees and any risk of exchange rate fluctuation shall rest with the NRI/PIO applicants/allottees. The applicant/allottee shall be responsible for obtaining required approvals from Reserve Bank of India (RBI)/ Other authorities.

**FORMAT FOR CA CERTIFICATE OF RESOURCES OF APPLICANT
/PROMOTERS**

(On Letter Head of Chartered Accountant)

Based on the documents of Mr./Mrs./Miss _____

S/W/D/ of _____ Resident of

_____, PAN _____,

the net worth position of Mr./Mrs./Miss _____ as
on (date) _____ is as under:-

Sr. No.	Particulars	Realisable value (Rs. In Lacs)
	Movable assets	
1.	Bank Balance	
2.	Fixed Deposits	
3.	Shares (listed Company)	
4.	Bonds	
5.	Post Office deposits	
6.	Insurance Premium (Surrender value)	
7.	Jewellery	
8.	Deposits/Advances	
	Total (A)	
	Immovable Assets	
1.	Size and Address of property	
	Total (B)	
	Liabilities	
1.	Borrowings from Banks/Institutions	
2.	Others	
	Total Liabilities (C)	
	Net Worth (A+B-C)	

Signature with stamp _____

Membership No.:- _____

Name & Address :- _____

(DECLARATION BY THE PERSONS WITH DISABILITY APPLICANT)

Chief Administrator,
Haryana Urban Development Authority,
C-3, Sector-6,
Panchkula-134109 (Haryana).

Regarding: Request for allotment of plot measuring _____ sq. mtrs. Located at Industrial Estate _____.

I, _____ S/D/W/o _____ R/o _____ do hereby solemnly affirm and declare as under:-

1. I have applied to the Authority for allotment of plot measuring _____ sq. mtrs., located at Industrial Estate _____.
2. I am a **bonafide resident of Haryana for the last 3 years preceding the** date of application. Documentary proof in this regard i.e. copy of voter identity card/ration card/electricity connection/water connection etc., duly notarized, is enclosed.
3. I have attained the age of 18 years as on the date of application.
4. I have not been allotted any industrial plot earlier in my name or in the name of my spouse.
5. I am disabled, with disability as defined in the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 and a certificate to this extent, issued by the Disability Board constituted for the said purpose by the State Govt. of Haryana is being submitted separately.
6. I will be governed by EMP/Allotment Procedure/Policy framed by the Authority/Government from time to time.

Place: _____ DEPONENT
Date: _____ (_____)

VERIFICATION:

I, the above named deponent do hereby further solemnly affirm and declare that the contents of my above mentioned declaration are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I further undertake that in case the contents of this declaration are found to be false or misleading, HUDA shall be at liberty to initiate Civil or/and Criminal proceedings against me and to take any action against me as deemed fit, including cancellation of allotment/resumption of the plot as well as recovery of any penalty/damages.

Place: _____ DEPONENT
Date: _____ (_____)

1. Size of the plots indicated is tentative and may vary at the time of allotment/possession.
2. Applications with part payment/short payment towards earnest money and processing fee will not be accepted.
3. The NRI/PIO applicants are required to deposit price of the plot (including earnest money) out of their NRE account in India or by way of their remittance form abroad. Payment by any other mode shall not be accepted. In case of refund of earnest money to the unsuccessful NRI/PIO applicant as well as refund of payments received towards the plot cost from NRI/PIO allottees, upon surrender/cancellation/resumption of plot/ shed, the refund shall be made by HUDA only in Indian Rupees and any risk of exchange rate fluctuation shall rest with the NRI/PIO applicants/allottees. The applicant/allottee shall be responsible for obtaining required approvals from Bank of India (RBI)/ other authorities.
4. Mere remittance of earnest money & processing fee and submission of applicant shall not entitle the applicant for allotment of plot.
5. The allotment rate mentioned on the portal is tentative and allotment shall be made at rate prevailing on date of issue of RLA or bid quoted by applicant in case of e-auction, whichever is higher.

Confirm

UNDERTAKINGS

Verification /Description

1. I/We undertake that as far as possible, I/We shall employ at-least 75% of unskilled work force and shall give preference for other categories to candidates from among the Haryana Domiciles in the unit to be set up on the plot.
2. I/We hereby understand that the allotment of the Plot shall be governed by the provisions of the Industrial Policy of the State Government and applicable Estate Management Procedure (EMP) of the Authority, as amended from time to time. I/We hereby confirm that I/We have gone through the Industrial Policy of the State Government and EMP of HUDA and understood the provisions thereof as well as terms and conditions of allotment.
3. I/We hereby declare and confirm that the information contained in the application form, project report and other documents is correct and in case any information is found to be incorrect, allotment of plot is liable to be cancelled.
4. I hereby declare that I have duly authorized by the other Partners/Board of Director of the Company/Board of Trustees to submit this application for allotment of plot.
5. I hereby confirm that the company is authorized to carry out the proposed activity as per the objects clause contained in its Memorandum and Articles of Association.
6. I hereby solemnly affirm and declare that I am Non-Resident Indian as per definition of "Indian Investment Centre, Haryana". I resided in _____ from _____ to _____. Presently I am residing at _____ since _____.
7. I/We hereby understand and agree that I/We shall produce that required documents as and when required by HUDA for verification.
8. I/We hereby understand and agree that the application shall be considered for allotment of plot only after submission /uploading the required information/documents. Incomplete application is liable to be rejected out rightly.
9. I understand that the communication shall be made by HUDA to my registered email id and therefore I undertake to maintain the same email id on permanent basis/update the changed E-mail ID with the Authority. Further, I also understand and undertake to maintain confidentiality of the assigned user id and password and in the event of the same passing on to any third person, all risk and responsibility shall rest with me/us.