



STATE INDUSTRIES PROMOTION  
CORPORATION OF TAMILNADU LIMITED

## CITIZENS' CHARTER

[www.sipcot.com](http://www.sipcot.com)

Department of Industries

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## CITIZENS' CHARTER – SIPCOT

The Charter is a declaration of the Office of State Industries Promotion Corporation of Tamilnadu Limited (SIPCOT) incorporating its objectives, Mission, Activities and Commitments to the people in general and to the Medium and Large Scale Industries and Entrepreneurs, in particular.

### MISSION

Our mission is to promote Medium and Large Scale Industries in Tamilnadu by developing Industrial Parks and Industrial complexes particularly in the Backward areas of the State of Tamil Nadu to make the State to surge to the forefront as the most industrially advanced State in India – thereby increasing direct and indirect employment and sustaining balanced regional growth of industries in the State of Tamil Nadu.

## ACTIVITIES

State Industries Promotion Corporation of Tamil Nadu Limited (SIPCOT) was incorporated in the year 1971 as a company under the Companies Act 1956.

The activities of SIPCOT can be grouped under basic heads, and they are -

1. Acquisition of Land, (2) Developing of Industrial Complexes/Parks/Growth Centres, with basic infrastructural facilities allotting land to prospective investors for setting up their industries including those who have enter into a MoU with Govt. of Tamil Nadu and maintenance of the Complexes / Parks / Growth centres.
2. Establishing Sector Specific Special Economic Zones and allotment of land to investors for setting up their units .
3. Implementation of Special Projects as announced by Government.
4. Follow-up and Recovery of outstanding Term loans Dues. (Pursuant to transfer of Term lending business to TIIC)
5. Nodal Agency of Govt. of Tamilnadu for sanction / disbursement of structured package of Assistance to large scale industries as per Govt. orders.

## COMMITMENTS

1. SIPCOT is committed to accelerate economic development and to create employment potential through sustained industrialization.
2. Ensuring periodic interaction with New Entrepreneurs and existing clients and receive their comments/ suggestions, feed backs and to render value based service and extending quality infrastructure in the Industrial Complexes/Parks/Growth Centres established by SIPCOT.
3. To be receptive and value all the practical suggestions made by our clients.
4. To endeavor constantly to orient ourselves towards sensitivities of our clients and to serve in achieving their goals.
5. To adopt transparent approach in every sphere of functioning.



## BENCHMARKS

SIPCOT is functioning on a time bound module and is striving to clear the allotments within a short span of time as indicated below under “Operation Clearance”.

a) Allotment of Land

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1. Processing of application for allotment and placing the same before Allotment Committee	within one month
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2. Allotment of developed plots to the clients on receipt of full details required for allotment soon after the Allotment Committee clears the application	within two weeks subject to availability of land
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## **OUR EXPECTATIONS**

1. We expect our clients to furnish the documents in full shape and with complete information so as to enable us to achieve the task within the time schedule laid for the purpose.
2. We do expect them not to suppress any facts/details or withhold information for fringe/hollow benefits.
3. We do expect our clients to inform in case of change of name of the company / management change / product change etc.
4. We do expect our clients to desist from any act of malignancy.

## **STATUTORY PROVISION**

State Industries Promotion Corporation of Tamilnadu Ltd. (SIPCOT) was formulated under the Companies Act, 1956 and it was incorporated in the year 1971.

Powers at different levels and procedures to be followed and basic requirements to be satisfied for the allotment of developed plots.

The Chairman & Managing Director, of the Corporation is delegated with the powers for allotment of developed plots. Applications seeking land allotment should be submitted to the Chairman & Managing Director along with the details of the project.



## CONTACT ADDRESS

1. Chairman & Managing Director  
SIPCOT

19-A, Rukmani Lakshmi pathi Road,  
Egmore,  
Chennai 600 008.

Phone : 28554787, 28554623 & 28554816

Fax : 42177333, 28513978

Website : [www.sipcot.com](http://www.sipcot.com)

E-mail : [sipcot@md3.vsnl.net.in](mailto:sipcot@md3.vsnl.net.in)



**Application for Allotment of Developed Plot in the Industrial Complex/ Park / Growth Centre AT .....**

1. Name and Full address of the applicant Company :

a. Telephone No. :

b. Fax No. :

c. E-Mail :

2. Constitution :  
(Prop. / Partnership/ Pvt. Ltd. Co./Public Ltd. Co./ Co-op.Society/ Others – Please specify.)

3. Name of the Proprietor/ Partners/Directors & Major shareholders

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Name	Shareholding Pattern in %
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4. PROJECT DETAILS:  
A.Type of Industry :  
i. Proposed  
ii.Existing  
(specify the nature of industry)

B. Consent and approvals :

Industrial Licence : Applied / Obtained

SIA Registration : Applied / Obtained

SSI Certificate : Provisional / Permanent

FIPB : Applied / Obtained

C. Products to be manufactured :

Sl. No.	Name of the Products	Capacity per annum Installed / proposed
1.		
2.		
3.		

D. Cost of the Project (Rs.in lakhs)

a.	Land	:	
b.	Building	:	
c.	Plant and Machinery	:	
d.	Other Assets	:	
e.	Preliminary and Pre-operative Exp.	:	
f.	Working Capital Margin	:	
g.	Contingency	:	
	TOTAL	:	<hr/>
			<hr/>

**Rs. in Lakhs**

- E. Means of Finance :
- a. Share Capital :
  - b. Internal Generation :
  - c. Term Loan :  
(Pl. mention name of Bank/Financial Institution) :
  - d. Subsidy / Grant if any :
  - e. Others :
- TOTAL : \_\_\_\_\_
- F. If the scheme is going to be implemented with the financial assistance of Bank / Financial institution, Please indicate present stage of Term loan sanction :
- G. Amount of Foreign Investment/ NRI investment if any (Rs. in lakhs) :
5. Total extent of plot area required (in acres / square metres) :
6. Justification of requirement of land :
- a) Area required for Factory/ Godown/Office Buildings, etc. (in square metres) :

- b) Open space / Garden, etc.  
(in square metres) :
- c) Effluent disposal/treatment  
(in square metres) :
- d) Area required for future  
expansion etc.(in square  
metres) (i.e. within 5 yrs.) :
- TOTAL (Sq.metres) :

7. Schedule of Implementation

- a) Commencement of construction :
- b) Completion of Project :
- c) Commencement of production  
(please see the terms of  
allotment) :

8. Details of Employment to be generated:

	<u>MEN /</u>	<u>WOMEN</u>	<u>TOTAL</u>
a. Administrative	:		
b. Skilled	:		
c. Unskilled	:		
d. Other Categories	:		
TOTAL	:		

9. Requirement of power :  
(in KVA)

10. Requirement of water :  
(in litres per day) along with  
justification.

**11. Nature/details of effluent to be discharged per day:**

a) Nature of Industry and category as per PCB  
Classification; Please tick

Highly polluting / Red

Less polluting / Orange

Not polluting / Green

b) Quantity of effluent to be  
discharged per day  
in Cubic Meters :

c) Arrangements proposed  
to be made for treatment  
and discharge of effluent  
(Solid/Liquid/Air) :

d) Steps taken for obtaining  
PCB Clearance :

**12. Details of payment enclosed :**

a. Initial deposit : Rs.

b. Processing Fee : Rs.

TOTAL Amount : Rs.

DD / Cheque No. :

Date :

Bank :

13. Are you in possession of plot in any of the SIPCOT Industrial Complexes/Parks/Growth Centres. If so please give details as below:

SI No	Name of Industrial Complex/Park/ Growth Centre	Date of allotment	Plot No.	Extent in acres

14. Choice of Plot (Plot No. and Extent) :

15. Any other relevant information :

I / We have read the instructions and terms of allotment of developed plots in the Industrial Complexes / Parks / Growth Centres of SIPCOT and I / We agree to abide by the same.

I / We further state that the particulars given above are true and correct to my / our knowledge and belief.

**SIGNATURE OF APPLICANT /  
AUTHORISED SIGNATORY**

**PLACE :**

**DATE :**

**Name :**

**Designation :**



## **INSTRUCTIONS TO THE APPLICANTS:**

The application duly filled in and signed by the Managing Director / Director / Partner / Proprietor of the company should be sent directly to:

The Chairman & Managing Director,  
SIPCOT Limited  
19-A, Rukmani Lakshmi pathy Road,  
Egmore, Chennai 600 008.

The following documents are to be submitted along with the application.

1. Brief Project Report mentioning the Promoters background, Raw materials, Product, process, etc.,
2. Tentative building layout plan indicating the factory, office, Godown, open space, future expansion etc.
3. Latest annual report, profit and loss account in case of existing companies / firms.
4. DD / Pay order / Local bank cheque drawn in favour of SIPCOT, Chennai-8 for initial deposit and processing fee (Initial deposit of Rs.5,000/- per acre for all the Complexes. For Manamadurai & Pudukottai Complex Rs.1,000/- per acre. Processing fee of Rs.5,000/- per application for all Complexes/Parks/Growth Centres). Initial deposit shall stand forfeited if it is not claimed for refund within six months from the date of communication of closure/rejection of application. Processing fee is non-refundable.
5. Certificate of Incorporation and Memorandum and Articles of Association for Private / Public Limited / Joint Sector Companies.
6. Partnership deed and firm's registration certificate for partnership firm.
7. Industrial Licence / SIA acknowledgement / FIPB approval ( in case of foreign investment) for Medium and Major Industries.
8. Provisional/permanent certificate issued by DIC for SSI.
9. Shareholding pattern as certified by a Chartered Accountant.

## **Terms of Allotment**

1. The plot is given on long term lease for 99 years and renewable for a further period of 99 years on mutually agreed terms.
2. 100% of the plot deposit is to be paid within 90 days from the date of allotment order.
3. The Lease Deed is to be executed and registered within 30 days from the date of payment of plot cost.
4. Possession of plot should be taken over within 30 days from the date of execution of lease deed.
5. Implementation of the Project / the company / firm shall commence civil construction within 6 months and commencement of commercial production within 30 months from the date of allotment order.

## INSTRUCTIONS TO THE APPLICANTS:

### THE COMPLEXES / PARKS / GROWTH CENTRES:

SIPCOT has established Industrial Complexes / Parks / Growth Centres / Sector Specific SEZs in various places of Tamil Nadu at Ranipet, Hosur, Manamadurai, Cuddalore, Pudukottai, Gummidipoondi, Thoothukudi, Irungattukottai, Sriperumbudur, Siruseri, Cheyyar, Perundurai, Gangaikondan, Nilakottai, Bargur and Oragadam.

#### **1. PLOT COST:**

The prevailing PLOT COST in various Industrial complexes / Parks / Growth Centres/ Sector Specific SEZs are listed below:

##### **1.1 SIPCOT INDUSTRIAL COMPLEXES / PARKS / GROWTH CENTRES:**

Sl.No.	Name of the Industrial Complex	Rate Per Acre (Rs.in lakhs)
1(a)	BARGUR(DTA)	15.50
(b)	BARGUR (SEZ)	15.00
2	CHEYYAR – Ph.I	10.00
(b)	CHEYYAR – Ph.II (undeveloped)	26.00
3 (a)	CUDDALORE –Phases I & II	30.00
(b)	Cuddalore Indl.Complex (undeveloped land) Except land allotted to SIMA for Storm water drain – 4.28 acres	10.00
4	GUMMIDIPOONDI –Phases I, II & EPIP	50.00

5	HOSUR Phases I & II & Exp.I & Hosur Ph.II Expn.II	55.00
6	MANAMADURAI	5.00
7	NILAKOTTAI	14.50
8	PUDUKOTTAI	5.00
9	RANIPET –Phases I,II & Ph.III (DTA & SEZ)	25.00
10	THOOTHUKUDI	12.00
11	IRUNGATTUKOTTAI (Including Apparel Park & Footwear SEZ & Component Park)	80.00
12	SIRUSERI(INFORMATION TECHNOLOGY PARK)	410.00
13	SRIPERUMBUDUR (including SEZ)	80.00
14	THERVOYKANDIGAI	38.50
15	MAPPEDU (undeveloped)	80.00
16	PILLAIPAKKAM	80.00
17(a)	PERUNDURAI Phases - I&II	25.00
(b)	PERUNDURAI SEZ	25.00
18	GANGAIKONDAN (DTA & SEZ)	15.00
19	ORAGADAM (Including SEZ & R&N Vendors' Park)	80.00

The above rates are liable to change. Applicants are advised to check up the rates at the time of application.

## **WATER CHARGES / CAPITAL COST ON WATER SUPPLY SYSTEM:**

The allottee shall have to pay the water charges based on the consumption/committed quantity indicated in the allotment order at the rate fixed from time to time by SIPCOT. The capital cost on water supply system as demanded by SIPCOT (for Siruseri, Irungattukottai, Sriperumbudur and Oragadam at present) has to be paid as per allotment order.

## **MAINTENANCE CHARGES:**

The allottees shall have to pay annual maintenance charges for the common amenities and facilities like roads, street lighting, sanitation, drainage, sewerage, common buildings, gardens, avenue plants, parks etc.,

## **SUBSIDY:**

Government of Tamilnadu from time to time announces various incentives offered to Industries. Recently, Government of Tamil Nadu have announced incentive scheme to manufacturing units by way of VAT reimbursement / subsidy depending upon their employment and investment in eligible fixed assets ranging from Rs.5.00 crores onwards. G.O.Ms.No.15/Industries (MIB.I)Dept., dt.4.2.2008 recently issued by the Government may also be referred in this regard for details.

The Government in Industries Department will be Nodal Department at the Secretariat level and Tamilnadu Industrial Investment Corporation Limited (TIIC) will be the financial agency of the Government for implementing the subsidy / incentive schemes. SIPCOT will be the nodal agency for mega projects who are sanctioned incentives under Structured Assistance Package.

## **GENERAL GUIDELINES**

- The allottee need to apply to Tamilnadu Electricity Board for power supply. Power intensive units are advised to obtain prior clearance from Tamilnadu Electricity Board.
- All units have to get consent of TNPCB for setting up and to commence operations. Polluting industries are advised to consult TNPCB in advance.
- Chemical and Pharmaceutical and water intensive units can choose either Thoothukudi or Cuddalore Industrial Complexes.
- Computer software/hardware and related units can choose Information Technology Park, Siruseri.
- Units with minimum 33% export obligation can choose Export Promotion Industrial Park at Gummidipoondi.
- Textile processing / Dyeing units can choose Perundurai Growth Centre.

**NOTE:** The details given are for information and guidance only.

## **Right to Information Act 2005**

The Government of India has enacted a new law called the Right to Information Act 2005 and the Act has come into force in two stages on 21.6.05 and 12.10.05. The Act enjoins all public authorities to provide information as requested by the public. As per the definition provided in Sect.2 (h) of the Act, all public corporations are included as public authority. SIPCOT being an undertaking wholly owned by Government of Tamil Nadu becomes a public authority for the purposes of the Act.

How to obtain information:

Public can obtain information from the Company on all working days by making an application along with the payment of requisite fee of Rs.10/- by way of DD/Cash / Court fee stamp / Govt. Treasury Challan / Postal order and the application form also given in electronic form in our website which could be downloaded.

## Right to Information Act

### Designated Officers Under the Act:

Appellate Authority	The Chairman and Managing Director Phone No:28554514
Public Information Officer	Dy.General Manager (P&SP) Phone No: 2855 4400
Asst. Public Information officer	Assistant Manager Development Department Phone No: 2855 4787
Office Address	State Industries Promotion Corporation of Tamil Nadu Ltd, 19.A Rukmani Lakshmi pathy Road, Egmore, Chennai 600008 Ph: 28554787 Fax: 28513978 / 42177333 website: <a href="http://www.sipcot.com">www.sipcot.com</a> E-mail : <a href="mailto:sipcot@md3.vsnl.net.in">sipcot@md3.vsnl.net.in</a>



Right to Information Act

STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED

(A Government of Tamil Nadu Undertaking)

19A, Rukmani Lakshmi pathy Road, Egmore, Chennai 600008

Ph: 28554787

Fax : 42177333/ 28513978

Form of Application for seeking information under Right to Information Act 2005

Application No

Cost of Application: Rs.10/-

To

The Public Information Officer,

SIPCOT LTD,

19 A, Rukmani Lakshmi pathy Road,

Egmore, Chennai 600 008

1. Full Name of the applicant :
2. Address :
3. Telephone :
4. Mobile No :
5. E-mail ID :
6. Particulars of Information required :
  - i) Nature of information required :
  - ii) Name of the Dept or Project Office  
to which the information relates :
  - iii) subject matter of information :
  - iv) the year and place or area to which  
the information relates :

7.Purpose for which the information is  
required (information purpose only) :

### Declaration

I hereby declare that the information sought for is for my bonafide use and not intended for publication, improper gain or advantage or to be passed on to any one else or vexatious use.

Place:

Date :

Signature of the Applicant.

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E-mail : [sipcot@md3.vsnl.net.in](mailto:sipcot@md3.vsnl.net.in)

website: [www.sipcot.com](http://www.sipcot.com)

Receipt No:

Date: