

MAGNACON ELECTRICALS INDIA LIMITED  
Block-N, Plot No. 5, Sector V, Salt Lake  
Kolkata-700 091

PROFORMA ALLOTMENT LETTER

To

Date : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub : Allotment of Sub-Lease of an office space (Warm Shell) No. \_\_\_\_\_ having Super Built Up Area of about \_\_\_\_\_ Sq.ft. and Carpet Area of about \_\_\_\_\_ Sq.ft. on \_\_\_ floor together with right to park \_\_\_\_\_ road worthy cars in the parking area of project namely "adventz infinity @5" situate at Plot No.5 Block-BN, Sector-V, Salt Lake Electronics Complex, P.S. Electronics complex, Bidhannagar, Kolkata - 700091.

Dear Sir,

With reference to your application dated \_\_\_\_\_ for allotment of an office space, we are pleased to allot an office space (Warm Shell) No. \_\_\_\_\_ having Super Built Up Area of about \_\_\_\_\_ Sq.ft. and Carpet Area of about \_\_\_\_\_ Sq.ft. on \_\_\_ floor together with right to park \_\_\_\_\_ road worthy cars in the parking area of project namely "adventz infinity @5" situate at Plot No.5 Block-BN, Sector-V, Salt Lake Electronics Complex, P.S. Electronics complex, Bidhannagar, Kolkata - 700091, to be used for Software Development, information Technology and Information Technology enabled Services and / or allied industries and/or any end users.

The consideration for the sub-lease of the said office space and parking space shall be as under :-

	Amount (Rs.)
Premium for Sub-Lease	
Add : GST & Other applicable taxes / levies	
TOTAL	

Your payment schedule for the above total amount shall be as under :

Stage of Payment	% Payable	Amount Payable (Rs.)
On Booking / Allotment	10%	
On execution of Agreement for Sub-lease	85%	
On Possession	5%	
<b>Total</b>	100%	

Extras & Deposits (payable at the time of possession)

Extras

1. Electrical & DG infrastructure cost.
2. Water connection charges
3. Legal charges

Deposits

1. Six months Lease Rent
2. Three months Estimated Maintenance & Service charges
3. Three months Estimated Air Conditioning charges.
4. Equivalent to three months Estimated Electricity charges

Applicable WEBEL and UD charges shall be paid by the allottee.

All applicable taxes including GST, Govt. Levies duties etc. shall be borne and paid by the allottee.

Stamp duty, registration charges, incidental expenses etc. for registration of Agreement for Sub-lease, Indenture of Sub-lease and Agreement for Facility and Maintenance shall be borne and paid by the allottee.

We acknowledge receipt of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) by  
Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ from you  
towards booking of the above mentioned office space.

This allotment is provisional and subject to strict compliance of the terms and conditions contained  
in the agreement for sub-lease to be executed between us.

Please sign the duplicate copy of this letter as token of your confirmation & acceptance.

We assure you of our best services at all times.

Thanking you,

Yours faithfully

For Magnacon Electricals India Limited

Authorized Signatory

I / We confirm and accept what is stated above.

Signature of the Allottee

Place :

Date :