

PROFORMA OF APPLICATION LETTER

Dated \_\_\_\_\_

To

**M/s.Magnacon Electricals India Ltd.  
Plot No.5, Block - BN, Sector V,  
Salt Lake Electronics Complex,  
P. S. Electronics Complex,  
Bidhannagar,  
Kolkata - 700 091.**

Sub : Application for allotment of office space and car parking

Dear Sirs,

Please refer to the discussions we had with your representative and in furtherance thereof we request you to please allot an office space 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 your project namely "adventz infinity @5" situate at Plot No.5, Block-BN, Sector-V, Salt Lake Electronics Complex, P.S. Electronics Complex, Bidhannagar, Kolkata - 700 091.

In this connection we would like to place on record that we are ready and willing to pay the amount in respect of the above office space as stated hereunder:-

- 1) Premium for sub lease for the office space and car parking

Rs. \_\_\_\_\_/- plus all applicable taxes.

- 2) We also agree to pay you the extras and deposits as stated hereunder:-

Extras

- i) Electrical & DG infrastructure cost.
- ii) Water connection charges
- iii) Legal charges

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Deposits

- i) Six months Lease Rent
- ii) Three months Estimated Maintenance & Service charges
- iii) Three months Estimated Air Conditioning charges.
- iv) Equivalent to three months Estimated Electricity charges

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

We shall also pay applicable WEBEL and UD charges.

We shall also pay Stamp duty, registration charges, incidental expenses etc. for registration of Agreement for Sub-lease, Indenture of Sub-lease and Agreement for Facility and Maintenance and legal fees in respect thereof.

We hereby enclose our cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_/- drawn on \_\_\_\_\_ Bank, Kolkata - 700 0\_\_ towards booking amount subject to the terms and conditions which we have understood and agreed.

We acknowledge that you can decide at your discretion about allotment or rejection of the office space and the car parking space.

Thanking you,

Yours faithfully,

Encl: As above