

MANUAL:1

**GOA INDUSTRIAL
DEVELOPMENT CORPORATION**

**“THE PARTICULARS OF THE
ORGANISATION
ITS FUNCTIONS AND DUTIES”**

A LETTER FROM THE MANAGING DIRECTOR

Dear Entrepreneur,

We are happy to welcome you to Goa.

The Goa Industrial Development Corporation (GOA-IDC) was established on 11th November 1965 by the Government of Goa to achieve the balanced industrial development of the state of Goa with the emphasis on developing Industrial Areas/Estate throughout the state and providing facilities for setting up Industries at various locations.

Your association with GOA-IDC will give a boost to the Industrialization of the State.

The GOA-IDC, a State owned Corporation, is carrying out the activities within the frame work of the GIDC Act, Rules and Regulations. These activities can be divided under following three broad categories;

- a) Acquisition and disposal of land.
- b) Provision of Infrastructure facilities.
- c) Providing of services.

The Land for industrial Estate/Areas is acquired through the Government of Goa under Land Acquisition Act. Likewise, wherever available, Government Land is also handed over to the Corporation as an Industrial area.

The Corporation is required to provide infrastructural facilities like Roads, Streetlight, Drainage, water supply and Buildings for common facilities like Post & Telegraphs, Canteen, Bank, Telephone exchange etc. to enable a prospective Industrialist to establish his industry with ease & speed.

We would also like to mention here that, since the aim of the Government and the Corporation is to achieve a balanced development of the entire State with Special emphasis on the development of backward Talukas of the State, the Corporation follows a policy of cross subsidization rate structure

wherein the rates of land premium in developed and semi-developed areas are higher compared to the rates in backward areas.

The Corporation is also providing various services like water supply, maintenance of Industrial Estates and other services which include providing and maintaining, street lights, Common facility Centers etc.

Through this charter, we have made an effort to acquaint the entrepreneurs with the procedure of allotment of plots in Industrial Estates. GOA-IDC in its endeavour to serve the entrepreneurs better, efforts also have been made to make allotment procedure simpler. The charter contains information of the detailed procedure in a simple easy to follow question and answer format.

The Charter also contains information on procedure for requesting transfer of plot, surrender of plot, etc. The various rates and fees quoted in this charter are subject to revision from time to time.

This is not a legal document, although every effort has been made to present authentic information. The primary objective is to explain the procedural details in a concise form and in a simple language. The readers can get in touch with GOA-IDC office at Panaji for any further explanation.

Your suggestions for improving the contents of the charter and for simplifying the procedures are most welcome. We are a “user friendly” organisation and we look forward to your feedback, which will help us serve you better.

Wishing you successful venture in Goa.

Yours sincerely,
Sd/

(MENINO D’SOUZA)
MANAGING DIRECTOR
GOA-IDC

CITIZEN'S CHARTER OF GOA-IDC

You may be keen to know the answers to many questions in connection with the allotment procedure. Here are some very pertinent questions and their answers.

Q : Why should I come to GOA-IDC for industrial land?

A : Because there are many advantages as follows, if you locate your industry in GOA-IDC area.

No separate permission for conversion of land for non-agricultural use is required.

Clear title of land is assured.

Speedy clearance issue of construction license, occupancy certificate, etc. Industrial Estates have been declared as Notified Areas.

The land is owned by the Corporation and allotted initially on 30 years on lease, extendable upto 95 years, on easy instalments.

Water supply is provided and distributed to the units directly by GOA-IDC without charging additional cost. Alternative arrangements are made when necessary.

Ample Power supply is easily available from Electricity Department of Govt. of Goa and from private sector companies.

Plots are carved out to accommodate small, medium and large scale industrial units with various amenities, in a well planned layout and congenial atmosphere and as per the needs of the units.

Strong institutional network with regard to easy availability of loan.

Q : What kind of activities can I undertake in GOA-IDC Area?

A : You can undertake any of the following activities in GOA-IDC Area:

- New industrial venture in small, medium or large scale sector.
- Expansion or diversification of the existing industrial unit.
- Shifting of existing industrial unit.
- Service industry/commercial venture like industrial/Warehousing/Logistics, canteen, shop, health service which would support the industrial units.

Q : Whom should I approach for allotment and where?

A : Managing Director
Goa-IDC,
Corporate Office,
Plot No.13-A/2,
EDC Complex,
Patto Plaza,
Panaji-Goa. Ph. No.: 2437483

Q : What are the preparations required to be made by me as an entrepreneur while applying for the plot in GOA-IDC area?

A : Before making an application for a plot in GOA-IDC area, please prepare a brief project profile covering the following points:

- a) Brief details of the product to be manufactured.
- b) Requirement of area.
- c) Proposed built up area for the factory, godown, open storage space for raw material, if any.
- d) Future expansion, if any, and construction details for the same on the above lines.
- e) Water requirement for manufacturing/processing and domestic use.
- f) Quantity of effluent discharged in case of chemical unit (processing and domestic separately).
- g) Investment in land, plant and machinery.
- h) Obtain SSI Registration Certificate from Directorate of Industries Trade & Commerce (DITC).
- i) Power requirement.

Q : How should I apply for a plot of land in GOA-IDC area?

A : As a first step, you have to apply in the prescribed application form available at Corporate Office of GOA-IDC at Panaji-Goa alongwith the following documents:

- a) Covering letter.
- b) Project profile in brief/report.
- c) SSI Registration Certificate.
- d) Non Interest bearing Security deposit by Demand Draft in favour of GOA-IDC payable at Panaji-Goa. The security deposit to be made is @ Rs.5/- per m² with a minimum deposit of Rs.5,000/- and processing fees Rs.1,000/- (non-refundable). The security deposit is refundable in case you drop the idea to implement the project.

In case you are applying in the capacity of Chief Promoter of a proposed Private Limited or Limited or a Public Limited Company, you should clearly mention the same in your application.

Please get the acknowledgement receipt from the concerned authority when you submit your application for booking of plot/s.

Q : When is the earmarking letter issued?

A : The earmarking letter is normally issued within 15 days from the date of receipt of application in this office. Within this period, your requirement as well as availability of land and water is examined and decision is taken by the Committee to earmark the plot.

Q : What are the conditions to be complied with to be eligible for allotment?

A : The following conditions are to be complied with:

- 1. Letter from the Bank/financial institution agreeing to finance the project.
- 2. State the arrangements made for procurement of plant and machinery and marketing the products (attach relevant documents).

3. Bio-data of the Promoters/Directors/shareholders/Partners as applicable.
4. Memorandum & Articles of Association alongwith Incorporation Certificate from the Registrar of Companies, shareholding pattern and certified copy of Resolution.
5. Registered copy of Partnership Deed alongwith the certificate from Registrar of Firms.
6. NOC from the Goa State Pollution Control Board from the pollution point of view, if applicable.
7. NOC from the Directorate of Fire & Emergency Services, Panaji-Goa, if applicable.
8. NOC from the Chief Controller of Explosives, Nagpur, if applicable.
9. NOC from the Inspectorate of Factories & Boilers, Panaji, if applicable.
10. NOC from the Directorate of Food & Drugs Administration, Government of Goa, if applicable.
11. PAN Card/Income Tax returns filed by the assessee/assesseees.
12. A copy of the letter of Intent from the Government of India, Ministry of Industries, New Delhi or SIA acknowledgement, if applicable.
13. Approval from the High Powered Co-ordination Committee, in case of medium/large scale unit.
14. Annual report of the Company for the last three years, if applicable.
15. Licence under Fruit Products Order, if applicable.

Q : What is the next step?

A : After submission of above documents pertaining to your project requirement, the case is put up for approval of the Committee/Board's approval for allotment of plot.

Q : When is the allotment order issued?

A : After the approval the first instalment of plot alongwith the lease rent is required to be paid. As regards to the small scale unit the first instalment is 10% of the total premium amount of the plot and in case of medium/large scale unit it is 20 %. The lease rent is to be paid @ 2% on the total premium amount of the plot. After the payment of the above amount the allotment order is issued.

Q : When can I get the possession of the plot?

A : After allotment order is issued, the concerned Field Manager of the Estate hands over the possession of the plot. It is suggested that at the time of taking over the possession, the entrepreneur may verify the dimensions and boundaries of the plot/s.

Q : When I can start the construction of factory building, do you have separate factory building guidelines? If yes, please give details.

A : After taking the possession of the plot from the Field Manager, you can submit the building plans for his perusal and approval of the Corporation in terms of the applicable Building Regulation in force.

Q : When is the balance premium amount of the plot to be paid and in how many instalments and what is the rate of interest?

A : The premium amount should be paid in 7 annual instalments. The first instalment shall be of 10% and balance 6 instalments shall be of 15% in case of small scale units and in case of Medium/Large scale units, the first three instalments shall be of 20% each and balance shall be of 10% each. Interest @ 14% is charged on the balance amount.

Q : Can I mortgage the plot for getting the financial assistance?

A : Yes, you can. You may approach us and we will issue No Objection Certificate after getting a copy of the term loan sanction letter from the financial institution. Mortgage of GOA-IDC plot is normally permitted in favour of State Level Financial Institutions, National Financial Institutions, Nationalized Banks and Co-operative Banks after receipt of the full payment of the cost of the plot. However, permission for mortgage of GOA-IDC plot in favour of individual persons or private money lending institutions is not granted.

Sometimes requests for “Second Charge” are received from Banks in respect of Working Capital Loans sanctioned by them. Such requests are granted on production of No Objection Certificate from the first charge holder.

Q : Who can execute the Agreement to lease?

A : a) Proprietary Firm:

In case of Proprietary Firm, Proprietor himself has to execute in his individual capacity.

b) Partnership Firm:

i) In case of an existing and registered partnership firm, all the partners except minors will have to remain present for the execution of Agreement to Lease.

ii) If any one or more partners are not available, remaining partners can execute the Agreement to Lease provided they hold duly authenticated and specific power of attorney.

iii) If the application is made in the name of Promoter of proposed Partnership firm, a certified copy of Partnership Deed alongwith proof of registration and a specific letter from the applicant (i.e. Promoter) regarding transfer and execution of Agreement to Lease in the name of partnership Firm should be produced.

c) i) In case of Companies incorporated under Companies Act, 1956, a Director or Directors or any other person authorized by the Board of Directors of the Company can affix Company's seal to the Lease.

ii) Authorisation of the Directors is to be in accordance with the provisions of the seal, clause contained in Memorandum and Articles of Association of the Company.

iii) Company's resolution to the effect to be furnished.

Q : Can I construct residential quarters in the allotted area?

A : GOA-IDC permits to utilize 5% of the area of land in case land allotted to the unit exceeds 10,000 m² and above for construction of residential quarters for the essential staff members of the unit.

Q : Do you allot premises for any other purpose?

A : Yes, the premises are allotted to service oriented units like Canteen, Health Care, Industrial Warehousing, Transport Agency, Banking Institution, Police Outpost, Post Office, and any other facilities which would provide support for the existing units established in the Estates.

Q : Can I start another unit in the existing premises allotted to me?

A : Yes, you can start/establish second unit in the existing premises provided the owner/partner/company remains the same and there is no change in constitution of whatsoever nature.

Q : What are the documents required to be submitted to start second unit?

A : Starting a second unit is permitted only if you have sufficient space and preferably if the activity is non polluting in nature. Following conditions are required to be satisfied.

1. A project report has to be submitted.
2. A separate power connection has to be obtained.
3. Necessary Agreement has to be executed between the Lessor and the Lessee.
4. No additional water supply will be made available to the new unit.
5. That the NOC from the Financial Institution will have to be submitted.
6. The Directorate of Industries, Trade & Commerce has to be informed about establishment of second unit.

Q : Can I sub-lease my existing premises?

A : Yes.

Q : What are the conditions and norms required for sub-leasing?

A : As prescribed under the Goa Industrial Development Corporation Transfer and Sublease Regulations as in force.

Q : Can I transfer the plot/shed/godown, etc. allotted to me?

A : Yes, you can transfer plot/shed/godown, etc. allotted to you.

Q : Do you have any transfer guidelines? If so, kindly give details.

A : Yes, the procedure as prescribed under the Goa Industrial Development Corporation Transfer and Sublease Regulations as in force.

Q : What are the formalities to be complied with to effect transfer order?

A : To effect the transfer, the original allottee i.e. Transferor has to make a formal request for transfer stating the reasons for transfer and the transferee has to provide the information in the prescribed transfer/form. After scrutiny the case is placed for approval of the committee. Thereafter the following formalities are required to be fulfilled to accord approval for transfer order.

1. Latest paid water, electricity and house tax bills paid receipts.
2. That the annual lease rent is to be paid annually.
3. That the Directorate of Industries, Trade & Commerce has to be informed about this change & duly acknowledged copy from them has to be submitted to this office for our records.
4. A duly notarized copy of transfer agreement has to be submitted.
5. That the transferee has to submit all the details of the new unit such as a copy of the detailed project report, financial arrangement made, NOC from Goa State Pollution Control Board, if applicable, alongwith the prescribed application form and any other relevant details to implement the proposed project.
6. That the NOC from the financial institution from whom the loan is taken has to be submitted by the transferor. If not, an undertaking stating that no loan is outstanding to the financial institution has to be submitted.
7. That for any additions/alterations in future all the building rules shall be applicable and no construction shall be allowed on the basis of existing structure.
8. No additional water supply will be made available to the new unit under any circumstances.
9. Necessary documents have to be executed.

Q : Can I surrender the plot in case I cannot implement the project?

A : Yes. However, Surrender charges applicable/to be deducted for surrender of plot, shall be as under:-

1% of the prevailing premium amount of the plot.

Q : In case of any grievances, whom can I approach?

A : For redressal of grievances, you can approach Managing Director, Chief General Manager and General Manager (Engg) / Area Managers at Head Office and Dy. General Manager (E) / Regional Managers at our Industrial Estates.