

LEAVE & LICENSE PROCEDURE SHOULD BE SUBMITTED BY BOTH THE PARTY I.E. LICENSOR & LICENSEE:

1. Consent letter on letter head duly signed by (Individual/Proprietor/HUF/All Partners/All Directors) with signature verified by bank with photographs.
2. Please submit us Self Certified True Copy of the party to whom the office is going to be given for Leave & License:
 - If Partnership Firm: Certificate of Registrar of Firm for Partnership Firm.
 - If Pvt. Ltd. / Ltd. Company: Memorandum and Articles of Association with Incorporation Certificate for Private / Limited Company.
3. Pan Card of the party.
4. VAT Registration Certificate.
5. Copy of Partnership Deed duly notarized.
6. Extract of resolution for Leave & License signed by the Director other than Authorised Director.
7. Extract of Resolution Authorising any one Director for signing, executing, registering any documents for specific Leave & License signed by the Company.
8. Trade Membership of BDB issued to the party.
9. BDB Processing Fee - Rs.16,854/- (including @ 12.36% Service Tax) Cheque in favour of "Bharat Diamond Bourse".
10. MMRDA Processing Fee - Rs.25,000/- + Rs.3,090/- (Service Tax @ 12.36%) = Rs.28,090/- Pay Order in favour of "MMRD Fund".

AFTER RECEIPT OF MMRDA FOLLOWING SHOULD BE FOLLOWED:

1. The consent should be exercised within 90 days from the date of the NOC of MMRDA and the copy of the Instrument of Deed of Assignment / License Agreement duly notarized and copy of INDEX-II so executed & registered with the Sub-Registrar of Assurance should be submitted to this office for records.
2. The Assignment Charges equal to 10% of the Stamp Duty chargeable on the Instrument of Deed of Assignment / License Agreement should be paid to MMRDA immediately with seven days after execution & registration of the Deed of Assignment / License Agreement. Delay in payment will attract interest @ 14% p.a. + Service Tax @ 12.36%. The pay order should be in favour of "MMRD Fund".

Please note:

"We have received the documents. We shall scrutinize the documents and if any discrepancy found shall get back to you within 48 hours from the receipt of documents. If there is no any communication/intimation from BDB side kindly follow up on the email id -bdblegal@bdbindia.org".

ON THE LETTER HEAD OF LICENSOR

To,
Bharat Diamond Bourse
Bandra-Kurla Complex,
Bandra (E), Mumbai - 400 051.

DATE:

Dear Sir,

Ref.: Leave & License of Office Premises No. _____

I/ We are allotted Office Premises No. _____, in Building No. ____ at Bharat Diamond Bourse (BDB), G-Block, Bandra-Kurla Complex, Bandra (East), Mumbai -400 051 (the said Office Premises). I/ We are of _____ shares of Rs.1000/- (Rupees One thousand) each bearing distinctive numbers from _____ to _____ (both inclusive) comprised in the share certificate No. _____ (hereinafter referred to as "the said shares") allotted by BDB.

We intend to give the said Office Premises on Leave & License base to _____ (**Licensee Name**) having BDB membership No. _____.

Thanking You,

Yours faithfully,
For _____ Licensor

ON THE LETTER HEAD OF LICENSEE

To,
Bharat Diamond Bourse
Bandra-Kurla Complex,
Bandra (E), Mumbai - 400 051.

DATE:

Dear Sir,

Ref.: Leave & License of Office Premises No. _____

(Licensor Name) having Office Premises No. _____ , in Building No. ____ at Bharat Diamond Bourse (BDB), G-Block, Bandra-Kurla Complex, Bandra (East), Mumbai -400 051 (the said Office Premises).

We intend to take the said Office Premises on Leave & License base from _____
(Licensor Name).

Thanking You,

Yours faithfully,
For _____ Licensee