

DEPARTMENT OF INDUSTRY, MINES AND GEOLOGY

Standard Operating Procedure –AS-IS

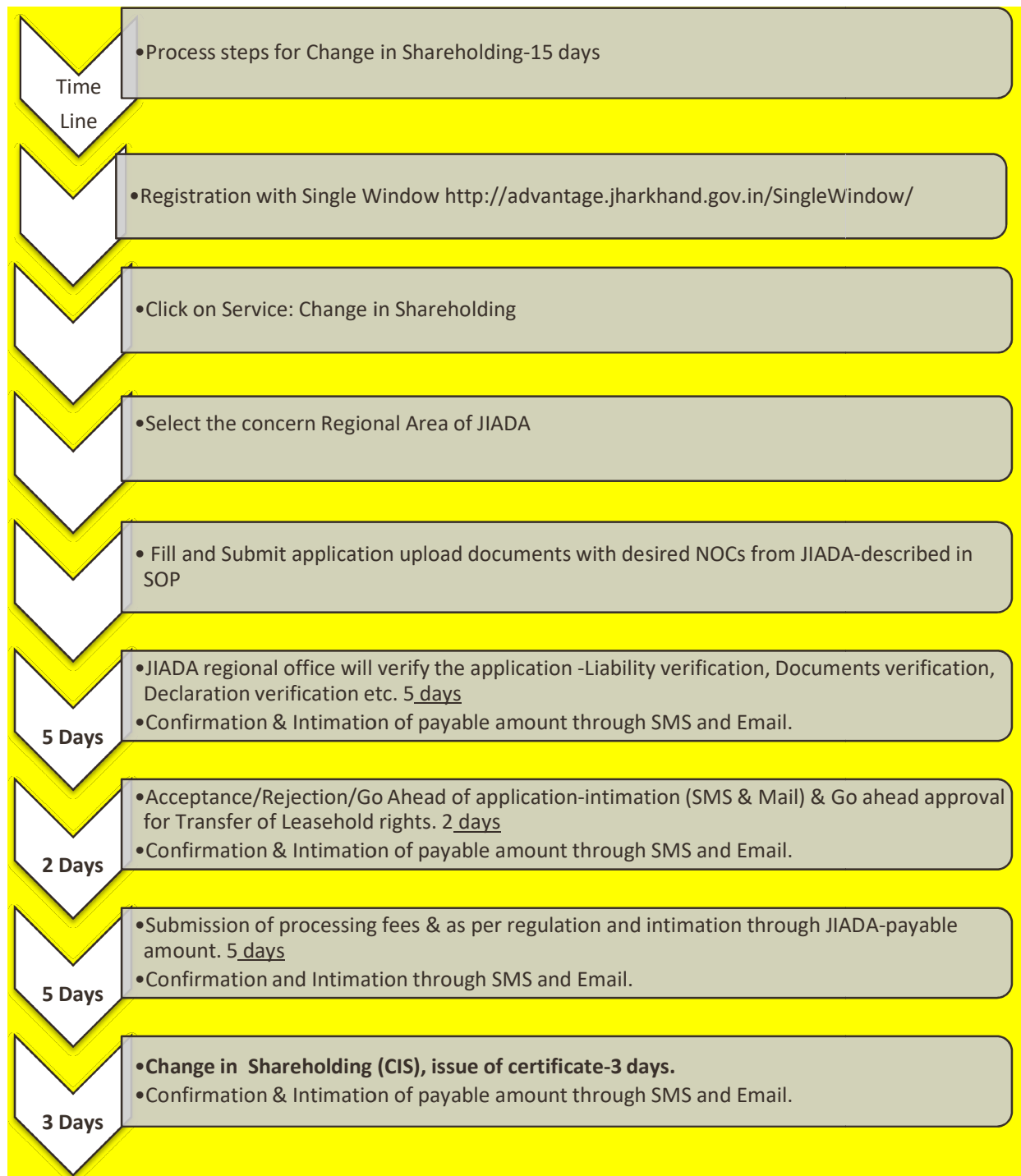
Name of Service : Land Allotment & Related services in JIADAs
Sub services : Change in Shareholding (CIS)

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Previous Approval : Land Allotment (EMII/PMT/SSI PMT/DOP)
Basis for approval : Jharkhand Industrial Area Development Authority Regulation, 2016

Steps	Verification	Documents/Information needed	Timelines* (Days)	Contact Person
Criteria: Change in Shareholding (CIS)		✓ Change in shareholding means change of shares (up to 100%) from any existing shareholder(s) to any other shareholder(s) within the same Firm/ Company/ Entity.		CEO of regional office of JIADA
Eligibility of Applicant		✓ The cases where cancellation has not been effected are eligible for change of shareholding. The application for change of shareholding may be submitted by the existing stakeholders of the entity		CEO of regional office of JIADA
Registration with Single Window Portal	SMS and Email to Applicant	✓ http://advantage.jharkhand.gov.in/SingleWindow/		
Application is submitted by the applicant	SMS and Email to Applicant	The applicant shall make application online for Change in Shareholding as per Criteria mentioned above & below: ✓ The cases where cancellation has not been effected are eligible for change of shareholding. The application for change of shareholding may be submitted by the existing stakeholders of the entity along with following requisites:- (a) Processing fee of Rs. 10,000 for land area up to 1.00 acre and an additional Rs. 2000 per acre for land in excess of one acre shall be applicable or as decided by the Authority, from time to time. (b) List of Directors/ Shareholders/ partners/partners of LLPE along with shareholding duly certified by the Chartered Accountant. (c) Details of changes shareholding after induction of respective shareholders duly certified by Registrar of Firms/ company along with certified copy of the Reconstituted Deed of Partnership/LLPE Agreement. (d) Notarized affidavit stating the relationship of persons seeking change in shareholdings. ✓ If the shareholding of any of the blood relations as defined in clause 21(d) of the original allottee from amongst existing immediate past and immediate future generation becomes less than 50%, 15% in case of MSME or 25% in case of others of land premium at the existing rate shall be payable to Jharkhand Industrial Area Development Authority by the shareholders seeking change in the shareholding. Failure of payment of land premium shall entail cancellation of allotment.		CEO of regional office of JIADA

		✓ Including uploading of following information:- • General Information • Applicant's Information • Details of existing unit/s of the applicant in Industrial Area • Declaration, • NOC from JIADA		
Non-entertainment of application	SMS and Email to Applicant	✓ Any litigation, liability, defaulting of premium of land and missing documents will cause for non-entertainment of application: To be informed through SMS & Email		
Scrutiny, inspection and verification of Application, NOC and Liability	SMS and Email to Applicant	IADA regional office will verify the application based on following points: Payment of land premium provided in this clause. Within 5 days. ✓ Liability verification towards land premium ✓ Documents verification ✓ Declaration verification ✓ NOC from JIADA	5 days	
Go Ahead Confirmation- Acceptance/Rejection	SMS and Email to Applicant	✓ Acceptance/Rejection of application-intimation (SMS & Mail)-2 days	2 Days	CEO of regional office of JIADA
Submission of Processing Fees	SMS and Email to Applicant	✓ Processing fee of Rs. 10,000 for land area up to 1.00 acre and an additional Rs. 2000 per acre for land in excess of one acre shall be applicable or as decided by the Authority, from time to time. ✓ If the shareholding of any of the blood relations as defined in clause 21(d) of the original allottee from amongst existing immediate past and immediate future generation becomes less than 50%, 15% in case of MSME or 25% in case of others of land premium at the existing rate shall be payable to Jharkhand Industrial Area Development Authority by the shareholders seeking change in the shareholding. Failure of payment of land premium shall entail cancellation of allotment. ✓ Time line-5 days	5 Days	
Approval of Change in Shareholding (CIS)	SMS and Email to Applicant	Approval of Change in Shareholding (CIS), issue of certificate-3 days	3 Days	CEO of regional office of JIADA
		Total Time line	15 days.	

JIADA Change in Shareholding(s): Process flow



Total timeline for getting NOC and approval for Transfer of lease hold rights will be provided in 45 days after application.