

**Standard Operating Procedure (SOP) for Execution of Sub-Lease Deed  
for plot of Land in Dahej SEZ Limited**

**1.0 Scope :**

This SOP applies to all units of Dahej SEZ Limited who had allotted plot of land in Dahej SEZ.

**2.0 Procedure :**

**Phase-1:**

1. Company / Unit have to make full payment of plot of land allotted in Dahej SEZ.
2. Company / Unit have to take possession of plot of land allotted in Dahej SEZ.
3. The Development Plan has been duly approved in the name of the Unit by the appropriate statutory and/or competent authorities of Dahej SEZ.
4. Company / Unit have to obtain Building Plan approved before construction of any activity on plot of land allotted in Dahej SEZ.

**Phase-2:**

The company / unit has required to submit following documents alongwith the request letter before execution of Sub-Lease deed.

1. Fencing / Boundary Wall is to be constructed at the allotted plot:-

Inspection Report from Manager (Infra), DSL, Dahej is to be obtained.

2. Statutory clearance/Environmental clearance:- Copies to be submitted.

Copy of Consent to Establishment – CTE (NOC) from GPCB, Copy of Environment Clearance from MoEF / competent authority or any other clearances, if applicable.

3. Status of Building construction:-

Inspection Report from Manager (Infra), DSL, Dahej is to be obtained as per plan approval letter and details on construction activities as per approved development plan.

4. Tie up of Financial Resources for the project:-

Copy of Sanction Letter from banks / financial institution for financial resources for the project to be submitted.

5. Certificate from Development Commissioner, Dahej SEZ for eligibility of State incentives:

Copy to be submitted.

6. Joint Survey & Measurement with DSL for the plot allotted to be carried out as the exact area is to be mentioned in the Sub-Lease Deed.

7. Undertaking for land looser :- As per format of DSL

8. The Company is required to submit copy of letter issued by Development Commissioner, Dahej SEZ for extension in validity of Letter of Approval.

**Phase 3: Execution & Legal Formalities**

1. **Review and Finalize:** Both parties (DSL & Sub-Lessee) must review the final draft and agree to all terms and conditions.
2. **Execution (Signing):** The Sub-Lease Deed must be signed by the authorised representative of DSL & Sub-Lessee (and witnesses) on the determined date of execution.
3. Company / Unit has to borne all expenditure for execution of Sub-Lease Deed.
4. Company / Unit have to submit one certified true copy of Sub-Lease Deed to Dahej SEZ Limited.

Sd/-  
CEO, DSL