

**CHECK LIST FOR DEALING WITH PROPOSAS FOR  
SETTING UP ICDs/CFSs IN INDIA**

**LAND REQUIREMENT (Documents to be submitted to Department of Commerce along with application, project and feasibility report):**

1. As per IMC guidelines for setting up ICDs/CFSs, minimum area requirement for setting up of an ICD is four hectares and for a CFS one hectare.

However, a proposal could also be considered having less area on consideration of technological up-gradation and other peculiar features justifying such a deviation. Relaxation in land requirement is to be approved by IMC.

2. An attested / certified /notarized copy of sale deed or lease deed (on long term basis atleast for a period of 15 years), duly registered in the concerned Sub Registrar's Office in respect of the proposed land in the name of company intending to set up ICD/CFS. This is required for furnishing proof of ownership/long term lease of the land by the developer.

In case the Sale/lease deed is in language other than English, an attested/notarized authenticated English translation of the same is also required in order to examine the contents of same.

3. Change of Land Use Certificate (CLU) from the concerned authority for non-agricultural use of land, in case the land is meant for agriculture purpose.
4. An attested/certified/notarized copy of the certificate duly issued by the concerned Revenue authority not below the rank of Tehsildar certifying that the land is free from land acquisition proceedings etc. and CLU Certificate.

The applicant company is required to submit a separate work sheet indicating details of land measurement, including survey Nos etc. Survey numbers indicated in the non-acquisition certificate and CLU certificate should match with the survey numbers mentioned in Tehsildar's certificate and sale/lease deed.

5. Furnishing of an undertaking by the developer to Deptt. of Commerce about the land being cleared from all encumbrances etc. (This condition has been prescribed by CBEC on the proposals considered in IMC meeting held on 21.10.10)

**OTHER DOCUMENTS**

6. To submit a copy of Memorandum of Association and details of Directors in Fomr-32.
7. The applicant is advised to submit a copy of the project to the Chief Transportation Planning Manger of Local Railway, if proposal is for rail-linked ICD/CFS

**COMMENTS OF CONCERNED MINISTRIES / DEPARTMENTS :**

1. Comments of Central Board of Excise & Customs (CBEC) / concerned Commissioner of Customs on the project proposal.
2. Comments of nearest /concerned port authority, in case the proposal is for setting up of a CFS in a port town. In case of an ICD, since the same is generally located in the interiors (outside the port town) of the country away from the servicing ports, comments of port authority are not necessarily required. This however will be decided by IMC
3. Comments of Ministry of Railways especially in case the proposed ICD/CFS is a rail-linked project.