

Application for registration of Lease Holders:

- There will be three categories of Registration, namely 'A', 'B' and 'C' tabulated as below: (FM Circular No.3 of 2010 dtd.09/02/2010)

Category	Registration Fee	Parcel space permissible
A	Rs.50,000/-	Asst.Guard cabins, SLRs and VPs
B	Rs.25,000/-	Asst.Guard cabins and SLRs
C	Rs. 5,000/-	Asst.Guard cabins

- It is for the leaseholder to decide which category he wishes to get register himself depending on the type of lease he wishes to participate in.
 - Registration will be done division wise. In case a leaseholder wishes to participate in tenders floated by different divisions then he must get himself registered separately in each division.
 - In case a leaseholder wishes to participate in tender floated by Zonal Headquarters, then he must get himself registered separately at Zonal Headquarters.
 - Registered leaseholders will be eligible to participate in tenders on a particular division for the category he is registered in. (For eg. the leaseholder registered in category 'C' can participate in leasing tenders for the Asst.Guard cabins). Whereas, leaseholder registered in category 'A' will be eligible to participate in all leasing tenders.
 - The registration will be subject to verification of documents by Railway administration.
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Proforma for application

Registration of Leaseholder:

1. Name of applicant:
2. Address (copy of proof of residence)
3. Firm's/Company's/Society's name:
4. Nature of applicant:
whether individual/firm/company/society:
5. Details of registration of firm/company/Society:
6. Whether Partnership Firm;
7. Names and address of the persons authorized to deal with Railway Authorities.
8. Locations of premises from where leasing work will be conducted:
 - (i) Address:
 - (ii) Area in Sq.Mts.
 - (iii) If owned, proof of ownership of proposed premises
 - (iv) If rented, particulars of rent paid and copy of lease deed
9. Telephone Numbers:
 - (i) Office
 - (ii) Residence
 - (iii) Mobile
10. Attested copy of PAN card (either of proprietor or of the company)
11. Category of Registration sought:
12. Photographs of leaseholder and his authorized representatives:
13. Current business profile.

Note: The above information may be submitted duly stamped and signed on the letterhead.
