

## **Eligibility Criteria for space application**

On receipt of online space request application by IT/ITeS or startup companies, due diligence for ascertaining the financial stability and sustainability of companies as given below. Please note, Technopark accept space request application from IT/ITeS companies who are registered only under the constitution viz, Limited Liability Partnership, Private Limited, Public Limited.

### **Category A: For IT/ITeS companies (excluding start-ups).**

#### **\* At the time of Space Request Application:**

- 1) Registration Period: Applicants must be registered with the Registrar of Companies for a minimum of one year before submitting a space request.
- 2) Bank Statements: Submission of bank statements for the preceding one year is mandated, showing a consistent monthly closing balance sufficient to cover the rent obligations associated with the applied space.
- 3) Technopark accepts business constitutions such as Limited Liability Partnership (LLP), Private Limited, or Public Limited.
- 4) **Documents to submit online - Certificate of Incorporation, MOA, AOA, LLP Partnership Deed, Bank statement.**

#### **\* At the time of Allotment of Office Space:**

- 1) Financial Statement Analysis: Submission of audited financial statements for the preceding one year is required.
- 2) Bank Statements: Submission of bank statements covering the last twelve months is obligatory.

### **Category B: For Start-Up Companies.**

#### **\* At the time of Space Request Application:**

- 1) Registration: To be eligible for space allocation, companies must be registered under either Start Up India or Kerala Start Up Mission, possessing a valid DPIIT Number/Unique ID.
- 2) Start-ups can apply for space with Technopark after 6 months from the date of issuance of the incorporation certificate of the firm.
- 3) Technopark accepts business constitutions such as Limited Liability Partnership (LLP), Private Limited, or Public Limited.
- 4) Office space eligible by these companies would be Smart Business Centres (SBCs), plug & play facilities fully built by Technopark (UP Centres) and other

IT Office facilities with less than or equal to 1000 sq.ft of leasable area to be leased to Start-ups.

**5) Documents to submit online - Certificate of Incorporation, MOA, AOA, DPIIT/unique ID Letter, LLP Partnership Deed, Bank statement**

\* At the time of Allotment of Office Space:

- 1) Recommendation letter from KSUM OR Recommendation letter from Start Up India.
- 2) Bank Statements: Submission of bank statements covering the last six months is obligatory, illustrating consistent monthly balances adequate to fulfil rental obligations.

**Lease/License terms**

- a) All IT office spaces (Warm shell/IT built up/SBCs/UP Centres) under SEZ/non-SEZ within the Park campus shall be executed with 3 years of lease deed. Renewing of the lease deed will be on mutual consent.
- b) All Shops/non-IT commercial spaces within the Park campus shall be executed with 11 months license. Renewing of the lease deed will be on mutual consent
- c) All tenants (i.e., IT/non-IT) shall possess active lease/license agreement when they are operational within Technopark. Renewable agreement shall be executed immediately on expiry of the existing agreement by capturing the outstanding amount dues to IT Park by the tenant.

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