

Procedure to be followed for sub-division of office premises/ splitting of the Block of share certificates is as follows;

1. Request for splitting of the Block of share certificates should be accompanied by the original share certificates in lieu whereof the company will issue split share certificates.
2. Request for splitting of the share certificates will be considered by BDB subject to approval of MMRDA and CFO.
3. The request for splitting of the share certificates will be placed before the Managing Committee or share transfer committee/ Enrolment Committee for its approval for issuing split share certificates in lieu of the share certificates surrendered to the company.
4. The split Share certificate shall state on the face of it and against the stub or counterfoil to the effect that it is "Issued in lieu of share certificate No . ..... Sub-divided."

**Documents to be submitted** –

- 1) Request letter for split up of old share certificate,
- 2) Original Share certificate,
- 3) Copy of lay-out for split of office, duly approved by CFO/MMRDA,
- 4) If office mortgaged with bank, NOC from bank for split of share certificate and confirmation from banker on handover of share certificate post split up.
- 5) Undertaking cum Declaration for Division/Splitting of office premise, if submitted to Fit-out department at the time of division of office then copy of such Undertaking.

Undertaking cum Declaration for Division/Splitting of office premise

(To be executed before proceeding with the interior work on **Stamp Paper of Rs.300/- and signed before a Notary**)

I/ We, \_\_\_\_\_ (Name of Authorised Representative/s), \_\_\_\_\_ (Designation) of \_\_\_\_\_ (Name of the Member of BDB i.e Company/ Partnership Firm/ Proprietorship/ HUF/ ), having my office at \_\_\_\_\_do

hereby declare and undertake as follows:

1. I/ We am/ are the member/ s of BDB holding \_\_\_\_\_ shares bearing distinctive numbers from \_\_\_\_\_ to \_\_\_\_\_ (both Inclusive) comprised in the Share Certificate No. \_\_\_\_\_ of BDB (hereinafter referred to as the “**Block of Shares**”). As such, I/ we have been allotted, and are entitled to occupy, use, possess and enjoy, the Premises bearing no. \_\_\_\_\_ admeasuring \_\_\_\_\_ Sq. Ft. built up situated at Bharat Diamond Bourse Complex (**BDB**), G – Block, Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051 (herein after referred to as “**the said Office Premises**”).
2. I/ We have requested BDB to divide/split up my Office Premises for bonafide use of the premise as per the terms and conditions of BDB.
3. I/ We have perused the Memorandum and Articles of Association of BDB and shall, at all times, abide by, and comply with, all the terms, conditions, provisions and obligations as stated therein or any further amendments in the same.
4. I/ We have read and understood the rules and regulations of BDB stating the modalities/conditions to be followed for division of office premise. I/We agree to comply with all the modalities, rules and regulations laid down and any such further modalities, conditions, rules and regulations as BDB may specify from time to time.
5. I/ We shall be responsible for all the work done in the said Office Premises and shall not cause any inconvenience to BDB/ its staff or other members/ allottees and other offices in the complex in any manner.
6. I/ We hereby undertake and ensure that all due precautions and care shall be taken while carrying out the division of office premise and that no damage/ injury is caused to the property/

structures/ offices/ premises of BDB/ any members/ third party, in the course of carrying out the said work.

7. I/ We hereby declare that the division of the Office Premises is subject to the following terms and conditions and I/We hereby undertake to abide by the same:

a) Office layout plan should match with the area allotted to member by BDB.

b) **The criteria/pattern for split-up of premises are subject to confirmation from the Fit-out department and availability of maximum number of units which can be split-up after considering the existing utility services such as Electrical, HVAC and Plumbing. The number of the splits/divisions that are permissible are as under:**

<b><u>Sr. No.</u></b>	<b><u>Built-up area of office premises</u></b>	<b><u>Number of split permissible</u></b>
<b><u>1</u></b>	<b><u>Below 1000 sq.ft.</u></b>	<b><u>No split is permissible</u></b>
<b><u>2</u></b>	<b><u>1001-2000 sq.ft.</u></b>	<b><u>One split minimum of 300 sq.ft.</u></b>
<b><u>3</u></b>	<b><u>2001-5000 sq.ft.</u></b>	<b><u>Two splits minimum of 500 sq.ft.</u></b>
<b><u>4</u></b>	<b><u>5001-10000 sq.ft.</u></b>	<b><u>Three splits minimum of 1000 sq.ft.</u></b>
<b><u>5</u></b>	<b><u>Above 10000 sq.ft.</u></b>	<b><u>Four splits minimum of 1000 sq.ft.</u></b>

c) Split / Division will be allowed only if the division falls in line of the window mullion and not on the glass façade. In case if division does not fall in line of the window mullion and difference of mullion level from window line is up to 3 ft. from window, division may be allowed by providing offset subject to the design for the same being approved.

d) New separate energy meter and HVAC monitoring system is to be installed in the new divided area where ever possible solely and exclusively at my/our costs and expense.

e) Offices that have been split cannot be provided with plumbing facility unless plumbing shaft is or adjacent to the said divided/split premises

f) Sub-division shall be allowed to old existing properties not in line with approved lines (properties existing before MMRDA approved lines finalized) as far as mullions are concerned.

g) Sub-division shall be by a 100mm brick wall with tie rods at every 1000 mm ht intervals with 150mm patli or linter inserted at 2400mm ht / 150mm hollow siporex wall with 150mm patli or linter inserted at 2400mm ht. .

h) Entrance of new sub-divided premises should not be placed opposite the entrance of an existing office on the opposite side. However in the event the division cannot take effect without the entrance of the new divided premises being opposite the entrance of an existing office on the

opposite side, then BDB may consider granting approval without any commitment depending on the feasibility study, site conditions and mutual agreement between BDB and us. In the event as per the approved plans of sub-division passage is required after divisions of offices, then common passage of minimum 900mm clear width should be maintained.

- i) Division shall be subject a to necessary permissions of MMRDA / BMC / CFO / PWD (power department)/such other authorities as may be required The entire cost, charges and expenses for the same will be paid by me/us in advance to BDB or to their consultant. Further, in case permissions are not given by statutory authorities including MMRDA / BMC / CFO / PWD or any other regulatory authority, I/we shall not hold BDB or its managing committee or consultants/employees of BDB responsible for the same.
- j) All work of division will be carried out by me/us under supervision of engineering team of BDB and all work carried out outside my premises i.e. common areas, lift lobby, plumbing shaft etc. shall be carried out solely and exclusively by BDB at my/our costs and expenses. I undertake to pay without any objections the cost of all the additional items and works carried out by BDB. I hereby undertake not to question/challenge or raise any claim with respect to the cost and expenses claimed by BDB for the work carried out by them. In the event I do raise any dispute/claim then the same shall constitute a breach of this Undertaking. I undertake to pay a fee of Rupees Fifteen Thousand to BDB to carry out feasibility report for division / split of my/our office. I agree that once the sub division of my/our office is approved by all the concerned authorities /persons, I am liable to deposit an interest free Security Deposit with BDB for the work to be carried out for division. The refund of interest free Security Deposit will be subject to deductions if any in respect of damages/violations of any rules, regulations, NOC etc. caused by me/us while carrying out the division/split of my/or office. Equipment's & gadgets i.e. energy meters etc. used on behalf of unit holder will be BDB's property and unit holder will not have any claim at any time.
- k) Permission for Installation of additional Plumbing line (Feed / Drain / Sewage) will be granted after the plumbing department or plumbing consultant carry out their feasibility study considering availability of Shaft / Soil line / drain line & supply (Feed) line etc.
- l) Group offices that propose division by way of permanent walls, in different names and effecting in smaller office areas and different titles along MMRDA approved division lines will only be permitted subject to confirmation of compliance of (i) all conditions of MMRDA (ii) original criteria for maximum square feet area & (iii) any other technical criteria as may be specified.
- m) Any division by owner for partial use and partial lease, sale or mortgage in large office into two or more units will compulsory require information to MMRDA & that information and acceptance will be given by MMRDA only on receipt of CFO permission for such divisions & acceptance of same by the MMRDA T & CP division. Single company ownership of large office to be sub divided by way of permanent walls: sub- division by owner for partial use and partial-lease, sale or mortgage not along the MMRDA approved division lines, will require approval from MMRDA & acceptance of the same by MMRDA. The division by permanent wall will be subject to Chief Fire Officer (CFO) approval for change in plan and subsequent approval by MMRDA.

- n) Office Premises having a built up area upto 1000 sq.ft and a strong room are not eligible for division/split of the Premises.
- o) In cases, after splitting/dividing of offices and it has more than 1000 sq. ft. built up area, and if they required a strong room it may be permitted subject to structural consultant's stability certificate
- p) Division is allowed subject to lowest multiple built up area as detailed below, subject to technical criteria and feasibility.

<b>Sr. No.</b>	<b>Built-up area of office premises</b>	<b>Number of split permissible</b>
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<b><u>5</u></b>	<b><u>Above 10000 sq.ft.</u></b>	<b><u>Four splits minimum of 1000 sq.ft.</u></b>

- q) Sub-division can be allowed for no. of entrances to each of the premises restricting the distance between the two entrances to minimum 750mm / 2.5 ft. with standard door size of 900mm . subject to original criteria for splitting of office and other technical rules
- r) Limitations on entrances to the new sub-divided premises depending on built-up areas. Approval will be given as per actual site condition on the basis of technical feasibility.
- s) Any member who has failed to comply with the above conditions / norms OR contravened the provisions contained in the Articles of Association of BDB OR the terms and conditions contained in Lease Deed dated March 31, 2010 (between MMRDA & BDB) will be liable for such action as may be decided by the Managing Committee. The decision of the Managing Committee in this regard shall be final and binding upon such member.
- t) The approval for allowing split / division of office is subject to clearance of all the dues at the time of application and finalization.
- u) In lieu of the existing Block of Shares, new Block of Share will be issued and allotted for the sub-divided/ split areas. The holder of such Block of Shares shall, at all times, abide by, and comply with, the Articles of Association of the Company and any rules and regulations framed by the Managing Committee.
8. I undertake to permit the Managing Committee at all times to inspect the Office Premises while the division/split is being carried out. Should BDB be of the opinion that the work is not being carried out as per the rules, regulations, framework and conditions on which the permission was granted then BDB is entitled to immediately stop the work and show cause as to why the permission should not be revoked.

9. I/we specifically undertake not to carry out any work that would damage/alter the structure of BDB. Any activity that would involve dealing with the structure of BDB will be not permitted unless specific permission is sought for the same.
10. In the event there are any changes/additions in the rules, regulations, policy and bye-laws framed by Managing Committee during/after the grant of approval of the division/split of the Office Premises the same shall be deemed to have been incorporated herein and binding upon me/us.
11. I/We hereby undertake to furnish BDB with such other and further Affidavits, Declarations, Undertakings, writing as may be desired and called upon by BDB.
12. I/ We hereby declare that the present undertaking cum declaration is well understood by me/ us and I/we hereby verify the contents thereof as true and correct.

SOLEMNLY DECLARED by the within named )  
 Mr. \_\_\_\_\_ )  
 Of \_\_\_\_\_ )  
 on this \_\_\_\_\_ day of \_\_\_\_\_, 2014 )

Before me,

Identified by me,