**Process for email replacement in SWC**

**Please provide following information. All the details are Mandatory. Send Email us on** [**swc@midcindia.org**](mailto:swc@midcindia.org)

1) Company Name/Proprietor Name : (As per Possession Receipt/Transfer Order)

2) Company Address:

3) Company Phone (With STD code if any):

4) Company PAN:

5) Name of Applicant / Owner Name:

6) Mobile No: (Only one valid mobile number)

7) Industrial Area: - (As mentioned in official plot documents)

8) Plot Number:

9) Plot Area:

10) New e-mail id (Request for email replacement should come from this email id):

(It is recommended that you use a 'generic' ID like info@company-domain.com, accounts@company-domain.com etc.)

11) Old e-mail id (if available):

12) Please provide scanned copy of original possession receipt or Transfer Order. —> If you do not have the Original copy then share the '**MIDC True Copy**' in readable format.

(MIDC True Copy – Certified by Reginal Officer/Area Manager)

**Note: -**

Email replacement is allowed only once, so use an e-mail ID that will always be there with you, even if your operating employee leaves the company

Request for email replacement should come from new email id (in which details need to be transferred)

The new email Id should not be registered with MAITRI application as well as MIDC’s Online Land Allotment System

Please share the following letter, on your company’s letter head which is ‘**Duly signed with Company Stamp**’.

Self-attestation is allowed only for registration in following cases.

1. Proprietorship
2. Residential Plots

Do not use any of these & ,\* % . @ : \ / ( ) special characters while saving the file of ‘Letter of Authority’

**<<On Company Letterhead>>**

**Letter of Authority**

To

General Manager (IT),

Maharashtra Industrial Development Corporation,

Head Office, Udyog Sarathi, Marol Indl. Area,

Mahakali Caves Road, Andheri (East),

Mumbai – 400 093

It is hereby confirmed that I <*Name of the Applicant*> am currently working with <*Name of the Company*> as <*Owner*>. Our company is registered on MIDC’s Single Window Clearance system. I am entitled to act on behalf our company regarding all the services related to Single Window Clearance System of MIDC. The earlier email ID updated in Single Window System is not accessible at present.

However, <*Name of the Applicant*> has been working with our <*Company*> as < *Employee/Consultant*> hence we are requesting you to change the email ID to <*New valid email ID and one valid mob no*.>.

I understand and acknowledge that provided email id is genuine to the best of my knowledge & belief.

Kindly accord your approval!

**Signature and company Stamp**