

February 28, 2020

NOTICE

Members are hereby informed that the Premises Committee at its meeting held on 7th August,2019 have revised the Rent/Tenancy Policy in respect of the rooms situated within the Exchange premises and the same is effective from 1st March, 2020.

(Prosenjit Dutta)
Chief Financial Officer
The Calcutta Stock Exchange Limited
Mobile No.98369 00225

RENT/TENANCY POLICY OF THE CALCUTTA STOCK EXCHANGE LIMITED FOR THE ROOMS IN 2ND, 3RD AND 4TH FLOORS OF THE STOCK EXCHANGE BUILDING AT 7, LYONS RANGE, KOLKATA-700 001

A.RENT AND SECURITY DEPOSIT :

1. The rent shall be as fixed by CSE.
CSE reserves the right to fix a fair rent in appropriate cases under the provisions of the West Bengal Premises Tenancy Act, 1997.
2. Apart from the basic rent a tenant shall be liable to pay occupier's share of corporation tax which is 50% of the total municipal tax at the prevalent rate fixed by the concerned Authority.
3. The tenant shall also be liable to pay corporation surcharge which is at present 50% of total municipal tax.
4. The tenant shall also be liable to pay a monthly maintenance charge of 10% of basic rent or Rs.150/- per month whichever shall be higher.
5. An interest @12% shall be charged on all outstanding rent remaining unpaid for more than 3 months.

6. An interest free security deposit shall be kept by the tenant with CSE equivalent to 3 months' rent. For electricity charges, a security deposit of Rs.10,000/- shall be kept.
7. The security deposit irrespective of the nature the same may have been collected for, shall be liable to be adjusted against any outstanding rent and/or electricity dues. The said security deposit after adjustment, if any, shall be refundable only upon handing over the peaceful and vacant possession of the tenant premises/rooms.

B.USAGE OF TENANTED PREMISES :

1. No manufacturing and processing activities shall be permissible within the tenanted area. The premises shall not be used for storage of goods of any nature including chemicals and articles of inflammable nature. The tenanted premises should not be used for immoral and/or other prohibited activities.
2. The tenant shall not be authorized to use the said tenanted premises as a Godown.
3. The tenant shall not carry out any activity of any nature which may cause harm to the other tenants and/or CSE.
4. A tenanted premises can be used by a tenant within office hours i.e., between 8AM and 8 P.M.
5. If any tenant desires to use the premises beyond office hours he shall obtain prior permission from the CSE subject to payment of certain charges, as may be decided by CSE from time to time.
6. Sub-letting of any nature is not permissible and any such act by the tenant shall be subject to eviction without further reference.
7. Tenants are not allowed to change anything in their tenancy premises without approval of CSE. No such permission of any changes like changes of cable,

Broad Band, Electric line, load, TV connection etc. will be allowed in case any outstanding due to CSE on any account.

C. TRANSFER OF TENANTED PREMISES. :-

1. A transfer fee of Rs.2500/- per Sq. Ft to be charged for transmission to successor in case of death.
2. Transfer of tenancy from one broker to another shall involve a fee of Rs.3,000/- per Sq. Ft.
3. For all other types of transfer, the fee shall be Rs.4,500/- per Sq. Ft.
4. All transfers shall be subject to approval of CSE.

D. REVISION OF RENT :

1. The rent fixed shall be enhanced by minimum 5% after the expiry of every three years or at the rate as may be agreed between the tenant and CSE.
2. Rent once fixed and paid shall not be reduced at any point of time.

E. ELECTRICITY USAGE

1. The tenanted area is provided with a cable having capacity of bearing normal lights/fans and also one Air Conditioning Machine at a one-time cost of Rs.5000/-. For the subsequent 2nd AC machine, an additional sum of Rs.9500/- will be charged on an one time basis and for subsequent 3rd AC machine a sum of Rs.15000/- will be charged on a one time basis. These charges shall be non refundable
2. Additional charges will be levied for all subsequent installations and replacements, if any.
3. Any change in Meter Box/MCB/Wire leading to increase in power consumption will involve an additional charge of Rs.5000/-plus GST and same is to be paid in advance.

F. REQUIREMENT FOR GRANTING TENANCY :

1. A room or a unit in the Stock Exchange building shall be let out to a bona fide person carrying on legitimate business or profession.
2. The tenancy shall continue as long as the tenant continues to be a bona fide person . Any CSE member upon surrender of SEBI Registration may continue as tenant subject to payment of differential charge of Rs.1500/- per sq.ft. as one time charge or the rent of the tenanted premises will be revised at Rs.15/- per sq.ft. at the sole discretion of CSE.
3. The criteria for determining whether a person is bona fide will be determined by CSE from time to time.
4. If the tenanted premises remains unused for continuous period of twelve months, the tenant shall liable to be evicted by giving a simple termination notice. CSE reserves the right to terminate the tenancy on any bona fide ground.

G. MEZZANINE FLOOR :

1. The tenant shall be allowed to erect Mezzanine Floor in the tenanted premises entirely at his own cost subject to approval of CSE and obtaining necessary permission from the Regulatory Authority. The CSE shall charge an one time amount of Rs.1000/- per Sq. Ft. for the same..
2. The rent payable for said mezzanine floor shall be 50% of the existing rent.

H. EXECUTION OF TENANCY AGREEMENT.

1. The tenancy agreement for all new incoming tenants will be executed as per the terms and conditions referred above and shall always be governed under the West Bengal Premises Tenancy Act, 1997 as amended from time to time
2. All the existing tenants for whom no tenancy agreement exists shall have to enter into such agreement.