

**TRANSFER OF OWNERSHIP ON THE BASIS OF REGISTERED
SALE/GIFT/EXCHANGE/ FAMILY TRANSFER DEED**

**CHECKLIST FOR DOCUMENTS TO BE UPLOADED/VERIFIED AT COUNTER
FOR TRANSFER OF OWNERSHIP OF FREEHOLD PROPERTY ON THE BASIS
OF REGISTERED SALE/GIFT/EXCHANGE/ FAMILY TRANSFER DEED**

S. No.	Documents/Contents
1.	Application for Transfer of Ownership/signed by the applicant (s) – Annexure-1
2.	Indemnity bond of Transferee(s)/ applicant(s) duly witnessed by two Witnesses and attested by the Notary Public or Executive Magistrate- Annexure-2
3.	Self Attested Photo Identity proof of Transferee(s)/Applicant(s) i.e. Aadhar Card/Passport/Voter ID Card/Pan Card.
4.	Clearance of previous loan, if any, taken from any Bank/Financial institution or any Govt./Semi Govt. body (Original)- Annexure-14
5.	A Notarised copy of sale deed/Gift deed/Family Transfer deed/Exchange deed, issued by the O/o the Sub-Registrar, U.T, Chandigarh.
6.	<ul style="list-style-type: none"> • Self attested copy of Occupation Certificate/Sewerage Connection/Certificate of date of Permanent release of Electricity or Water Connection from the concerned authority with Release Date, if O.C. or S.C. not available in software. • A certificate (in original) issued by the Registered Architect on his/her letter head - Annexure-15.
7.	In case Sale Deed/ Gift Deed/ Transfer Deed is executed through GPA/ SPA/Sub-GPA:- a) Attach certified copy of GPA/SPA/Sub-GPA. b) Affidavit of GPA holder- Annexure-11
8.	In case of Partnership Firm:- a) Attested copy of Partnership Deed/s with chain of partners. b) Authorization letter in favour of Authorized Signatory/Partner - Annexure-12. c) Affidavit to the effect that the property shall be used for the purpose for which it has been allotted - Annexure-16.
9.	In case of Limited Company/Private Limited Company:- Copy of Memorandum of Articles of Association, Copy of resolution in favour of Authorized Signatory/Director to apply for transfer – Annexure – 13 An affidavit to the effect that the property shall be used for the purpose for which it has been allotted - Annexure-16. Copy of incorporation certificate, Form No. 32 Copy of PAN and TAN Card of the company duly attested by Notary Public.

NOTE: I If any document is prepared/executed outside INDIA, such document needs to be submitted after getting the same EMBOSSED from the O/o Finance Department, Chandigarh Administration.

NOTE: II No objection Certificate is mandatorily required for free hold units existing in Industrial Area, which have been converted from Industrial to Commercial use.

**TRANSFER ON THE BASIS OF SALE/TRANSFER/GIFT/EXCHANGE DEED
(FREE HOLD PROPERTY)**

To

The Estate Officer, U. T.,
Chandigarh.

Subject: Transfer of ownership in respect of __% Share of Plot/Site/Property No.____,
Sector/Phase_____, Chandigarh on
the basis of Sale/Transfer/Gift/Exchange.

Sir/Madam,

The applicant has purchased/accepted the transfer of
ownership in respect of _____ Share in respect of
House/SCO/Booth/indl. Site/Plot No._____, Sector/Phase
_____, Chandigarh, from its owner(s) namely Sh./Smt.
_____ on the basis of Sale/
Transfer/Gift/Exchange Deed, duly registered in the office of the Sub Registrar, Chandigarh
at Sr. No. _____, Book No._____, Volume No._____, Page No._____, dated_____.

You are, therefore, requested to transfer the lease rights in the said property in
my/our favour.

Thanking you

Dated:_____

Yours faithfully

(Signature)_____

Name & Address:

Photograph

ANNEXURE-2

INDEMNITY BOND(S)
(On Stamp Paper worth Rs. 15/-)

This Indemnity Bond is made at _____ on this day of _____ by Sh./Ms. _____ Son/daughter/wife of _____ resident of _____ hereinafter called as the Executant (s).

Whereas the above said executant(s) has/have purchased/accepted freehold Site/Plot/Property No. _____ Sector _____, Chandigarh, to the extent of _____ Share vide Sale/Transfer/Gift/Exchange, which is duly registered with Sub-Registrar, U.T, Chandigarh at Sr. No. _____, Book No. _____, Volume No. _____ Page No. _____ dated _____, with full proprietary rights. The Executant(s) of this Indemnity Bond hereby applying for the transfer of the property.

And whereas the Executant(s) is/are desirous of getting the above property transferred in his/her/their name on the basis of Sale/Gift/Transfer Deed and the Estate Officer, U.T, Chandigarh has asked the Executant(s) to indemnify them by way of this Indemnity Bond.

And whereas the Executant(s) shall be personally liable for setting all the court cases and dues so levied by the Chandigarh Administration for settling the past liabilities.

And whereas the Executant(s) shall obtain the statutory completion/occupation certificate, if not obtained earlier by the previous owner and remove the building violations/misuse, if any.

And whereas the Executant(s) will execute the Redemption Deed of loan if not executed earlier, wherever applicable.

Now this Indemnity Bond witnessed as under:-

1. That Executant(s) shall remain liable to indemnify the Estate Officer, U.T., Chandigarh and/or its employees for all such losses, damages and claims on account of transfer of this property.
2. That in case the Estate Officer, U.T., Chandigarh or any of its employees would suffer any loss on account of transfer of said _____% share, then the executant(s) and he/she/they shall be liable to make good the loss which may be sustained by the Estate Officer or its Employees on account of this transfer. The Executant(s) shall remain liable to indemnify the Estate Officer, U.T, Chandigarh and or its employees for all such losses, damages and claims.
3. That if any person will make any claim regarding said property, then the litigation of the same shall be defended by the Executant(s) and the loss suffered by the Estate Officer shall also be made good by the Executant (s) and his/her/their properties.

4. That the said property is free from all sorts of encumbrances and it is not charged, mortgaged or alienated in any manner and no underhand sale is involved in respect of the said property.

In witness whereof the executants(s) has/have set her/her/their hands, on this Indemnity Bond in the presence of the following witnesses. This indemnity Bond is signed at

Witness No. 1
Signature
(Name & Address)

Witness No. 2
Signature
(Name & Address)

Executant(s)

AFFIDAVIT

(On stamp paper worth Rs. 15/- and duly attested by Notary)

I/We, _____, s/o S/Sh. _____ r/o _____, Sector____, Chandigarh, do hereby affirm and declare as under :-

1. That I/We are GPA/SPA of S/Sh. _____ S/o _____ in respect of _____ % share of _____, Sector _____, Chandigarh and the said GPA was duly executed/Registered at Sr. No. _dated_____.
2. That the executants(s) of the GPA/SPA is/are still alive and the GPA/SPA executed by him/her/them has not been revoked/cancelled till date and it is still valid and operative.
3. That there is no under hand sale involved **between** the lessee(s)/owner(s)/executants(s) of GPA/SPA and the GPA/SPA holder(s)/deponent(s). The GPA/SPA has not been executed to circumvent the provisions of Indian Stamp Act 1899.

DEPONENT**VERIFICATION :**

It is certified that the information provided is true and correct to the best of my knowledge and nothing has been concealed therein.

DEPONENT

Annexure- 12**(On the letter head of firm)****TO WHOMSOEVER IT MAY CONCERN**

I/We hereby authorise Sh/Smt. _____ S/D/W/o _____ to submit the documents for _____ on behalf of our firm M/s _____ . The specimen signatures of Sh. _____ are attested here below:-

1. _____
2. _____
3. _____

(Name and signature of Partners with Seal)

(On the letter head of Company)

BOARD OF RESOLUTION

I/We as Board of Directors hereby RESOLVE that the company has agreed to purchase/sell the property bearing No. _____, Sector _____, Chandigarh. Sh/Smt. _____ S/D/W/o _____, (director/authorised person) is hereby authorised to submit the documents on behalf of our company M/s _____. The specimen signatures of Sh. _____ are attested here below :-

1. _____
2. _____
3. _____

(Name and signature of Directors with Seal)

On the letter head of Financial Institution**No Objection Certificate**

The loan against the property bearing No. _____, Sector _____, Chandigarh owned by S/Sh. _____ has been cleared and nothing is outstanding against them.

We don't have any objection if the above said property is being sold/transferred by S/Sh. _____.

(Authorised signatory)
Office Seal

On the letter head of Architect (Registered)

TO WHOMSOEVER IT MAY CONCERN

It is certified that the _____ has been constructed as per Sanctioned Building Plan and there is no violation in the building so constructed.

(Authorised signatory)
Office Seal

Annexure- 16**AFFIDAVIT**

(On stamp paper worth Rs. 15/- and duly attested by Notary)

I/We, _____, s/o S/Sh. _____r/o
 _____, Sector____, Chandigarh on behalf of M/s _____ in the capacity of
 Director/Managing Director/Partner/Authorised Signatory, do hereby affirm and declare as under :-

1. I/we have applied for transfer of ownership in respect of _____ Site/Plot/Property No.
 _____, Sector_____, Chandigarh to the extent of _____% Share.
2. I/we are giving an undertaking by way of an affidavit that the property shall be used for the purpose
 for which its has been allotted.

DEPONENT**VERIFICATION :**

It is certified that the information provided is true and correct to the best of my
 knowledge and nothing has been concealed therein.

DEPONENT