

ISSUANCE OF NO DUE CERTIFICATE (NDC)

CHECKLIST FOR DOCUMENTS TO BE UPLOADED/VERIFIED BEFORE SUBMISSION (In Original) AT COUNTER FOR ISSUANCE OF NO DUE CERTIFICATE

S. No.	Documents/Contents
1.	Application form duly filled and signed by the owner(s)/applicant(s). Annexure-1
2.	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.
3.	A photocopy of photo identity proof of the applicant(s) i.e. Aadhar Card or PAN Card or Passport etc. (self attested)
4.	In case applied through GPA/ SPA/Sub GPA:- a) Attach a Certified copy of GPA/SPA/Sub GPA. b) Affidavit of GPA holder - Annexure-11
5.	In case of Partnership Firm:- a) Attested Copy of Partnership Deed. b) Authorization letter in favour of Authorized Signatory/partner - Annexure-12.
6.	In case of Limited Company/Private Limited Company:- a) Copy of Memorandum of Articles of Association, b) Copy of resolution in favour of Authorized Signatory/Director to apply for transfer- Annexure-13. c) An affidavit to the effect that the property shall be used for the purpose for which it has been allotted- Annexure 16 d) Copy of incorporation certificate, Form No. 32 e) Copy of PAN and TAN Card of the company duly attested by Notary Public

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

To

The Estate Officer,
U.T., Chandigarh.

Subject:- Issuance of No-dues Certificate in respect of property bearing
no._____, Sector-_____(____% share), Chandigarh.

Sir/Madam,

That the undersigned applicant being a owner to the extent
of _____% share of the above said property has requested for the
issuance of no-dues certificate in respect of property bearing
no._____, Sector-_____, Chandigarh.

Further, it is certified that the above said property is not
resumed on any account.

Kindly issue me the No-due Certificate in respect of above
said property.

Thanking You,

Dated-_____

Yours Faithfully,

(Signature)

Name & Address

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

(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)

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