

GRANT OF PERMISSION/NOC FOR TRANSFER OF LEASE RIGHTS BY WAY OF SALE/ GIFT/ EXCHANGE/FAMILY TRANSFER DEED

CHECKLIST FOR DOCUMENTS TO BE UPLOADED/VERIFIED BEFORE SUBMISSION (In Original) AT COUNTER FOR GRANT OF PERMISSION/NOC FOR TRANSFER OF LEASE RIGHTS BY WAY OF SALE/ GIFT/ EXCHANGE/FAMILY TRANSFER DEED

S. No.	Document/Content
1.	Application for the Grant of NOC – Annexure- 1
2.	Affidavit of Seller(s)/Donor(s)/Transferor(s) - Annexure- 2
3.	Indemnity Bond of Seller(s)/Donor(s)/Transferor(s) - Annexure- 3
4.	Self attested Photo identity Proof i.e. Aadhar Card/Passport/Voter ID Card/Pan Card of applicant(s) Seller/Transferor/donor.
5.	Liability Affidavit of Indenting Purchaser(s)/Donee(s)/Transferee(s)- Annexure.4
6.	Indemnity Bond of Intending(s) Purchaser(s)/Donee(s)/Transferee(s)- Annexure- 5
7.	Self attested Photo identity Proof i.e. Aadhar Card/ Passport/Voter ID Card/Pan Card of Purchaser(s)/Donee(s)/Transferee(s).
8.	Details of Legal heirs alongwith photographs of Intending(s)Purchaser/Donee(s)/Transferee(s).
9.	Clearance against loan/Mortgages, if any (in original) - Annexure-14.
10.	Copy of No Due Certificate with regard to payment of entire/full amount of premium of plot including upto date annual Ground Rent /Lease Money as well as GST. (Self Attested), if not entered in the software.
11.	<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.
12.	In case of Partnership Firm:- <ul style="list-style-type: none"> • Attested Copy of partnership deed(s) with chain of partners. • Authorization letter in favour of Authorized Signatory/Partner - (Annexure-12).
13.	In case of Limited Company/Private Limited Company:- <ol style="list-style-type: none"> 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
14.	In case No Objection Certificate is applied through GPA/SPA/Sub-GPA:- <ul style="list-style-type: none"> • Attach certified copy of GPA/SPA/Sub-GPA. • Affidavit of GPA holder (Annexure-11):-

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.
The transfer fee or unearned increase, as the case may be, shall be demanded from the applicant(s) only after obtaining orders from competent authority.

One time approval shall be obtained from competent authority. The NOC shall be issued accordingly on receipt of transfer fee or unearned increase, as the case may be.

**ISSUANCE OF NO OBJECTION CERTIFICATE FOR
SALE/TRANSFER/EXCHANGE/GIFT DEED**

To

The Estate Officer,
U.T., Chandigarh.

Subject: Issuance of No Objection Certificate in respect of _____%
Share of Plot/Site/Property No. _____, Sector/Phase
_____.

Sir/Madam,

It is submitted that I/we are the owner(s) of _____ Share in
respect of House/SCO/Booth/indl. Site/Plot No. _____,
Sector/Phase _____, Chandigarh. I/We wish to
sell/transfer/gift/exchange _____ share of above mentioned property to
_____ (Name of Intending
Purchaser(s)/Transferee(s), resident of
_____.

It is, therefore, requested that No Objection Certificate of _____
Share to sell/transfer/gift/exchange the aforesaid property may please be
issued to me/us.

Thanking you

Dated: _____

Yours faithfully

(Signature) _____

Name & Address:

AFFIDAVIT BY SELLER/DONOR/TRANSFEROR

I/We, _____
Son/Wife/Daughter of _____,
resident of _____, do hereby solemnly
affirm and declare as under:-

1. That the above said deponent(s) is/are the absolute and undisputed owner(s) of _____ share in respect of _____ Site/Plot/Property No. _____, Sector _____, Chandigarh, (File No. _____).
2. That I/we applying for the grant of NOC for sale/transfer/gift of _____ share in the above detailed property in favour of _____ (name of Intending Purchaser/Donnee/Transferee)
3. That the property in question is free from all sorts of encumbrances i.e. mortgage, lien, gift, sale, etc. and there is no stipulations on transfer in any manner.
4. That the building is complete upto _____ storey. The Occupation Certificate has been obtained and there is no building violations.

OR

That the building is complete upto _____ storey. However, the occupation certificate has not been obtained, but sewerage connection stands issued by the Estate Office, vide Memo/Letter No. _____, dated _____.

OR

Proof of constructions i.e. installation of Regular Electricity Connection prior to January, 1993 supported with a certificate issued by the Registered Architect on is Letter Head certifying that the building is constructed as per plan and there is no building violations.

Place:

Dated:

DEPONENT(S)

VERIFICATION:

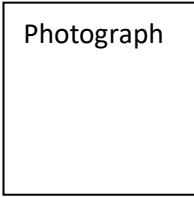
I/We, the above named deponent do hereby verify that the application is correct to the best of my/our knowledge and belief and nothing has been concealed therein. In case of any concealment of misrepresentation in the aforesaid affidavit is found at any stage then legal action may be taken against me/us under Section 182 IPC, Section 415 read with Section 417 and 420, as the case may be.

Place:

Dated:

DEPONENT(S)

INDEMNITY BOND BY SELLER/DONOR/TRANSFEROR



**INDEMNITY BOND
(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) being undisputed owner has/have applied for issuance of No Objection Certificate for _____% Share in respect of _____ Site/Plot/Property No. _____, Sector _____, Chandigarh, (File No. _____) in favour of _____ (Name of Intending Purchaser(s) Donee(s)/Transferee(s))

And whereas the Estate Officer, UT, Chandigarh has asked the executants(s) to Indemnify them by this Indemnity Bond.

Now this Indemnity Bond witnessed as under:-

1. That the Executant(s) shall remain liable to indemnify the Estate Officer, U.T., Chandigarh and/or its employees for all such losses due to issue of No Objection Certificate, the executant shall be responsible to make the loss good.
2. That in case any legal heir or other person(s) agitate this transfer in any court of law, then the litigation of the same will be defended by the executant(s) only.
3. That in case any legal heirs or other persons shall make any claim regarding the above said property, the litigation of the same will be defended by the executant(s) and the loss suffered by the Estate Office, U.T., Chandigarh or any of its employees will also be made good by the executant(s) in person and his/her/their properties.

In Witness where of the executants(s) has/have set their hands,
on this bond in the presence of the following witnesses, this indemnity Bond
is signed at _____.

Witness No. 1

Witness No. 2

Executant(s)
Signature
(Name & Address)

Signature
(Name & Address)

**LIABILITY AFFIDAVIT BY INTENDING
PURCHASER/DONEE/TRANSFEEE**

I/We, _____
Son/Wife/Daughter of _____,
resident of _____, do hereby solemnly
affirm and declare as under:-

1. That I/we have agreed to purchase/agreed to accept transfer/gift of _____ Share in respect of _____ Site/Plot/Property No. _____, Sector _____, Chandigarh, (File No. _____) from its owner(s) namely _____.
2. That I/we hereby undertake to pay all sums due to the Estate Office, U.T., Chandigarh, in connection with the above said property and to abide by the provisions of the Capital of Punjab (Development & Regulation) Act, 1952 and rules framed thereunder from time to time. I/We also abide by the conditions mentioned in the allotment letter as well.
3. That the property is constructed upto _____ floor and there is no building violation.
4. That I/We will not make the fragmentation in the site/plot/property.
5. That I/we shall not re-number the built up area in case of multiples.
6. That my/our latest specimen signatures are as under: -

1. _____ 2. _____ 3. _____

1. _____ 2. _____ 3. _____

Place:

Dated:

DEPONENT(S)

VERIFICATION:

I/We, the above named deponent do hereby verify that the application is correct to the best of my/our knowledge and belief and nothing has been concealed therein. In case of any concealment of

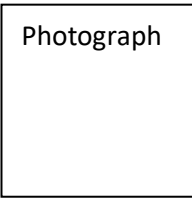
misrepresentation in the aforesaid affidavit is found at any stage then legal action may be taken against me/us under Section 182 IPC, Section 415 read with Section 417 and 420, as the case may be.

Place:

Dated:

DEPONENT(S)

INDEMNITY BOND BY INTENDING PURCHASER/TRANSFeree/DONEE



**INDEMNITY BOND
(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) of this Indemnity Bond has/have agreed to purchase/transfer of ownership/lease rights in respect of _____% Share of _____ Site/Plot/Property No. _____, Sector _____, Chandigarh, (File No. _____) from its owner(s)/lessee(s) namely _____ (Name of Seller(s)/Donor(s)/Transferor(s), who has applied for issuance of No Objection Certificate in favour of the executant(s) of this Indemnity Bond.

And Whereas the Executant(s) shall be personally liable for settling all the Court cases and dues so levied by the 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, by the previous owner, wherever applicable.

Now this Indemnity Bond witnessed as under:-

1. That 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 on account of issuance of No Objection Certificate and Transfer of this site/plot/property.
2. 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 made good by the Executant(s) and his/her/their properties.

3. 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 said property.

In Witness where of the executants(s) has/have set their hands, on this bond in the presence of the following witnesses, this indemnity Bond is signed at _____.

Witness No. 1

Witness No. 2

Executant(s)

Signature
(Name & Address)

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)

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

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