

ISSUANCE OF ALLOTMENT LETTER

CHECKLIST FOR DOCUMENTS TO BE UPLOADED AND VERIFIED BEFORE SUBMISSION (In Original) AT COUNTER FOR ISSUANCE OF ALLOTMENT LETTER AFTER CLEARANCE OF DUES

S. No.	Documents/Contents
1.	Application for issuance of allotment letter – Annexure -1
2.	In case allotment letter is being applied through GPA/ SPA/Sub-GPA:- a) Attach certified copy of GPA/SPA/Sub-GPA. b) Affidavit of GPA holder - Annexure -11
3.	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 - (Annexure – 16)
4.	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 - 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
5.	Self Attested copy of NDC if not in software

To

The Estate Officer,
U.T., Chandigarh.

Subject:- Issuance of Allotment letter.

Sir/Madam,

I/We have been awarded Bid Contract for Plot No. _____, Sector _____, Chandigarh against e-auction held on _____.

I/We have deposited entire amount of premium for Rs. _____ (Rupees _____ Only) and NDC has been issued vide Memo No. _____ dated _____.

Kindly issue me/us the allotment letter at the earliest.

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 That the executants(s) of the GPA/SPA is/are still alive and the GPA/SPA executed by him/her/them has not been revoked/cancelled till date and it is still valid and operative.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)

Annexure- 16

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. 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