

ANNEXURE-'1'

ADDENDUM TO LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE CONVERSION APPLICATION.

Following are the revised list of documents to be submitted with the conversion application form instead of the list of documents published in the brochure on P-6 & 7.

1. Undertaking in prescribed format duly attested by Notary Public/1st class Magistrate(Annexure-'M')
2. Undertaking in the prescribed format for supplementary conveyance deed if necessary(Annexure-'R').
3. Affidavit in prescribed format duly attested by Notary Public/1st class Magistrate(Annexure-'N').
4. Indemnity bond in prescribed format duly attested by Notary Public/1st class Magistrate(Annexure-'O' & 'OO').
5. Copy of POA(s) alongwith copy of sale agreement(s)(where application is made by attorney, duly attested by Notary public/Gaz. Officer (Sale agreement and GPA executed after 11.10.2011 will not be entertained for conversion).
6. Copy of completion certificate/'D' form(in respect of plots and flats allotted by Cooperative Group Housing Societies duly attested by Notary Public/Gaz. Officer.
7. Copy of registered perpetual lease deed/allotment letter/demand letter/share certificate duly attested by Notary Public/Gaz. Officer.
8. NOC for conversion of the flat into free hold/mutation issued by society in original with specific plinth area of the flat (also stating in favour of allottee/GPA & agreement to sell holder).
9. Proof of physical possession by the person in whose name conversion is sought i.e. Passport, Driving license, Voter I card, Bank pass book of Nationalized Bank, Electricity Bill from BSES/NDPL etc., Gas Connection, Adhar Card, Pension card & Identity card etc., duly attested.
10. One attested passport size photographs and 3 attested specimen signatures of the person in whose favour conversion is sought duly attested by Gaz. Officer/Notary Public as per annexure-'P'(if the applicant is allottee then his/her photograph and in case the applicant is an attorney photographs of the person named in column 3 of the application form are required to be submitted.
11. Copy of NOC from mortgage duly attested by Notary Public/Gaz. Officer. If the flat is not mortgaged, an affidavit duly attested declaring the same
12. Details of ground rent as per annexure 'Q' supported with copy of bank challan deposited by the society to be duly attested.
13. Signature of the original allottee to be verified in the photocopy of possession letter by the Secretary/President of the society and in the case of GPA holder, signature of original allottee verified by the Secretary/President of the society on the first GPA & agreement executed by the allottee
14. NOC from DCHFC if the society falls under defaulter list of DCHFC or individual loan has been taken from DCHFC.

UNDERTAKING

I/We _____ s/o w/o D/o Shri _____ R/o

_____ do hereby solemnly affirm and declare as under :

That I/we have applied for conversion of flat No. _____ in _____ CGHS Ltd. _____ vide application No. _____ and paid the provisional conversion charges as indicated in the conversion brochure.

That I/we undertake to pay the difference in conversion charges, if any, as may be finally determined by the Competent Authority and execute the supplementary conveyance deed, if required.

That I/we further undertake to abide by the terms and conditions as mentioned in the conversion brochure.

WITNESSES :

- 1.
- 2.

EXECUTANT(S)