

### COMMERCIAL ESTATE BRANCH

The following documents are required for conversion from leasehold to freehold in r/o built up shops as per brochure as well as in practice:-

1. Undertaking duly attested by Notary Public/Magistrate 1<sup>st</sup> class on non-judicial stamp paper of Rs. 10/- on account of any amount is demanded viz. arrears of ground rent and/or interest thereon and any other dues found payable.
2. Affidavit duly attested by Notary Public/Magistrate 1<sup>st</sup> class on non-judicial stamp paper of Rs. 10/- on account of all the documents submitted in support of conversion application are genuine & obtained from lawful custodian and DDA shall have all the rights to cancel the conveyance deed and to take action as per law.
3. Indemnity Bond duly attested by Notary Public/Magistrate 1<sup>st</sup> class on non-judicial stamp paper of Rs. 100/- in consideration of the lessor agreeing to convert the leasehold rights in r/o of the property into freehold rights, the executant hereby covenants with the lessor that he/she will at all times indemnify and keep harmless the said lessor from all claims and demands made and all actions and proceedings taken against the said lessor.
4. Copy of POA(S) alongwith Sale Agreement (Where application is made by attorney), duly attested by Notary Public/Gazetted Officer.
5. (i) Proof of physical possession by the person in whose favour the conversion is sought viz. Shop, Registration certificate/DVAT Registration/property tax assessment order/ Electricity bill/Water bill/MTNL Telephone bill etc. duly attested by Notary Public/Gazetted Officer.  
  
(ii) Proof of identification of the person in whose name the conversion is sought viz. ration card/passport/driving licence/postal identity card/voter or any other Govt. identity card with photo etc. duly attested by Notary Public/Gazetted Officer.
6. 4 attested passport size photographs and 4 attested specimen signature of the person in whose favour the conversion is sought.
7. Details of payment of ground rent in Annexure 'H'.
8. Copy of lease deed/sub-lease deed/conveyance deed/allotment letter duly attested by Notary Public/Gazetted Officer.
9. Copy of N.O.C. from the mortgagee duly attested by Notary Public/Gazetted Officer.
10. Attested copy of partnership deed/memorandum and Articles of Association.