

DOCUMENTS REQUIRED TO BE SUBMITTED

The applicant shall be required to furnish the following documents alongwith the application form:-

- (a) Undertaking in prescribed format duly attested by Notary Public/First Class Magistrate, Annexure 'D'.
- (b) Affidavit in prescribed format duly attested by Notary Public/First Class Magistrate Annexure – 'E'
- (c) Indemnity bond(s) in prescribed format(s) duly attested by Notary Public/First Class Magistrate (Annexure 'F' and 'FF')
- (d) Copy of Power of Attorney(s) {POA(s)} alongwith copy of Sale Agreement (where application is made by attorney), duly attested by Notary Public / Gazetted Officer.
- (e) Copy of Completion Certificate / 'D' form duly attested by Notary Public / Gazetted Officer.
- (f) Proof of Physical possession by the person in whose name the conversion is sought viz. Copy of possession letter or slip/house tax receipt/ration card/passport/driving licence/identity card etc. duly attested by Notary Public/Gazetted Officer.
- (g) 4 attested passport size photographs and 4 attested specimen signatures of the person in whose favour the conversion is sought duly attested by a Gazetted Officer/Notary Public as per Annexure 'G' (if the applicant is allottee/lessee, then his/her photograph and in case of applicant being an attorney, photographs of person named in column '3' of the application form are required to be submitted.
- (h) Copy of lease deed/conveyance deed/allotment letter/demand letter duly attested by Notary Public / Gazetted Officer.
- (i) Copy of N.O.C.(s) from the mortgagee(s) duly attested by Notary Public/Gazetted Officer.
- (j) Information regarding payment details of Ground Rent (Annexure – 'H').
- (k) Certificate in the prescribed form (Annexure – I) in case of DSIDC built up plots / sheds.