

Service: Request for Reconstitution of plot

For 1. Proprietorship/ Individual

Reconstitution from		Reconstitution into
Proprietorship/Individual	to	Proprietorship/Individual

Organization From : Proprietorship/Individual		
Checklist		Mandatory
Upload Reconstitution Application		Yes
Aadhar Card (Self Attested Copy)		Yes
PAN Card (Self Attested Copy)		Yes
Bank Attested Signature of Authorized Person		Yes
Affidavit		Yes
Other Relevant Document		Yes
Reconstitution into:	1. Proprietorship/ Individual 2. Trust/Society 3. Partnership/LLP 4. Private Limited Company 5. Public Limited Company	Yes

For 1. Proprietorship/ Individual

Reconstitution into
Proprietorship/Individual

Checklist:		
Affidavit		Yes
Photograph		Yes
Bank Attested Signature of Authorized Person		Yes
Aadhar Card (Self Attested Copy)		Yes
PAN Card (Self Attested Copy)		Yes
Registration of M.S.M.E		Yes

Registration of GST		Yes
Project Report		No
Other Relevant Document		No

For 2. Trust/ Society

Reconstitution into

Trust/ Society

Checklist:		
Certificate of Registration		Yes
By-laws/Deed of Society/Trust certified by Secretary / Chairman of Society/Trust		Yes
List of members with their addresses.		Yes
PAN of Society/Trust.		Yes
Power of attorney of authorized signatory by the managing body of Society/Trust of participation in the allotment process.		Yes
PAN/Aadhar card of Authorized signatory.		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Project Report		No
Other Relevant Document		No

For 3. Partnership/ LLP

Reconstitution into

Partnership/ LLP

Checklist:		
Copy of Partnership deed duly notarized.		Yes
PAN card of the firm		Yes
Aadhar Card of all the partners		Yes
Pan Card of all the partners		Yes
Power of attorney by all the partners for authorized signatory for participation in the allotment process.		Yes
PAN card of Authorized signatory		Yes

Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Form 1		Yes
Project Report		No
Other Relevant Document		No

For 4.Private Limited Company

Reconstitution into
Private Limited Company

Checklist:		
Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		Yes
Board Resolution for authorized signatory for participation in allotment process		Yes
PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		Yes
Project Report		No
Other Relevant Document		No

For 5. Public Limited Company

Reconstitution into
Public Limited Company

Checklist:		
Certificate of Incorporation Certificate/ ROC		Yes

Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		Yes
Board Resolution for authorized signatory for participation in allotment process		Yes
PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Project Report		No
Other Relevant Document		No

For 2. Trust/ Society

Reconstitution from
Trust/ Society

Checklist:		
Checklist		Mandatory
Upload Joint Transfer Application of Transferor and Transferee		Yes
Surrender lease deed		Yes
Possession Certificate		Yes
Time Extension Letter(for >2 Years Vacant Plots Only)		No
Production/ Construction Certificate		No
Sale Deed		No
Sale Certificate		No
Surrender all other GIDA issued documents		Yes
Other Relevant Document		No
Certificate of Registration		No
By-laws/Deed of Society/Trust certified by Secretary / Chairman of Society/Trust,		Yes

List of members with their addresses.		Yes
PAN of Society/Trust		Yes
Power of attorney of authorized signatory by the managing body of Society/Trust of participation in allotment process		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Reconstitution into:	<ol style="list-style-type: none"> 1. Proprietorship/ Individual 2. Trust/Society 3. Partnership/LLP 4. Private Limited Company 5. Public Limited Company 	Yes

For 1. Proprietorship/ Individual

Reconstitution into
Proprietorship/Individual

Transferee Checklist:		
Affidavit		Yes
Photograph		Yes
Bank Attested Signature of Authorized Person		Yes
Aadhar Card (Self Attested Copy)		Yes
PAN Card (Self Attested Copy)		Yes
Registration of M.S.M.E		Yes
Registration of GST		Yes
Project Report		No
Other Relevant Document		No

For 2. Trust/ Society

Reconstitution into
Trust/ Society

Transferee Checklist:		
Certificate of Registration		Yes
By-laws/Deed of Society/Trust certified by Secretary / Chairman of Society/Trust		Yes
List of members with their addresses.		Yes
PAN of Society/Trust.		Yes
Power of attorney of authorized signatory by the managing body of Society/Trust of participation in the allotment process.		Yes
PAN/Aadhar card of Authorized signatory.		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Project Report		No
Other Relevant Document		No

For 3. Partnership/ LLP

Reconstitution into

Partnership/ LLP

Transferee Checklist:		
Copy of Partnership deed duly notarized.		Yes
PAN card of the firm		Yes
Aadhar Card of all the partners		Yes
Pan Card of all the partners		Yes
Power of attorney by all the partners for authorized signatory for participation in the allotment process.		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Form 1		Yes
Project Report		No
Other Relevant Document		No

For 4.Private Limited Company

Reconstitution into

Private Limited Company

Transferee Checklist:

Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		Yes
Board Resolution for authorized signatory for participation in allotment process		Yes
PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		Yes
Project Report		No
Other Relevant Document		No

For 5. Public Limited Company**Reconstitution into**

Public Limited Company

Transferee Checklist:

Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		Yes
Board Resolution for authorized signatory for participation in allotment process		Yes
PAN/CIN of the company		Yes

PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Project Report		No
Other Relevant Document		No

For 3. Partnership/ LLP

Reconstitution from

Partnership/ LLP

Transferor Checklist:		
Checklist		Mandatory
Upload Joint Transfer Application of Transferor and Transferee		Yes
Surrender lease deed		Yes
Possession Certificate		Yes
Time Extension Letter(for >2 Years Vacant Plots Only)		No
Production/ Construction Certificate		No
Sale Deed		No
Sale Certificate		No
Surrender all other GIDA issued documents		Yes
Other Relevant Document		No
Copy of Partnership deed duly notarized.		Yes
PAN card of the firm		Yes
PAN/Aadhar Card of all the partners		Yes
Power of attorney by all the partners for authorized signatory for participation in the allotment process.		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		
Reconstitution into:	1. Proprietorship/	Yes

	Individual 2. Trust/Society 3. Partnership/LLP 4. Private Limited Company 5. Public Limited Company	
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For 1. Proprietorship/ Individual

Reconstitution into
Proprietorship/Individual

Transferee Checklist:		
Affidavit		Yes
Photograph		Yes
Bank Attested Signature of Authorized Person		Yes
Aadhar Card (Self Attested Copy)		Yes
PAN Card (Self Attested Copy)		Yes
Registration of M.S.M.E		Yes
Registration of GST		Yes
Project Report		No
Other Relevant Document	Upload Button	No

For 2. Trust/ Society

Reconstitution into
Trust/ Society

Transferee Checklist:		
Certificate of Registration		Yes
By-laws/Deed of Society/Trust certified by Secretary / Chairman of Society/Trust		Yes
List of members with their addresses.		Yes
PAN of Society/Trust.		Yes
Power of attorney of authorized signatory by the managing body of Society/Trust of participation in the allotment process.		Yes
PAN/Aadhar card of Authorized signatory.		Yes

Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Project Report		No
Other Relevant Document		No

For 3. Partnership/ LLP

Reconstitution into

Partnership/ LLP

Transferee Checklist:		
Copy of Partnership deed duly notarized.		Yes
PAN card of the firm		Yes
Aadhar Card of all the partners		Yes
Pan Card of all the partners		Yes
Power of attorney by all the partners for authorized signatory for participation in the allotment process.		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Form 1		Yes
Project Report		No
Other Relevant Document		No

For 4.Private Limited Company

Reconstitution into

Private Limited Company

Transferee Checklist:		
Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes

Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		Yes
Board Resolution for authorized signatory for participation in allotment process		Yes
PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		Yes
Project Report		No
Other Relevant Document		No

For 5. Public Limited Company

Reconstitution into
Public Limited Company

Transferee Checklist:		
Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		Yes
Board Resolution for authorized signatory for participation in allotment process		Yes
PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Project Report		No
Other Relevant Document		No

For 4. Private Limited Company

Reconstitution from

Private Limited Company

Transferor Checklist:

Checklist		Mandatory
Upload Joint Transfer Application of Transferor and Transferee		Yes
Surrender lease deed		Yes
Possession Certificate		Yes
Time Extension Letter(for >2 Years Vacant Plots Only)		No
Production/ Construction Certificate		No
Sale Deed		No
Sale Certificate		No
Surrender all other GIDA issued documents		Yes
Other Relevant Document		No
Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		Yes
Board Resolution for authorized signatory for participation in allotment process		Yes
PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Reconstitution into:	<ol style="list-style-type: none"> 1. Proprietorship/ Individual 2. Trust/Society 3. Partnership/LLP 4. Private Limited Company 5. Public Limited Company 	Yes

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If the applicant selects 1. Proprietorship/ Individual

Reconstitution into (Select)
Proprietorship/Individual

Transferee Checklist:		
Affidavit		Yes
Photograph		Yes
Bank Attested Signature of Authorized Person		Yes
Aadhar Card (Self Attested Copy)		Yes
PAN Card (Self Attested Copy)		Yes
Registration of M.S.M.E		Yes
Registration of GST		Yes
Project Report		No
Other Relevant Document		No

For 2. Trust/ Society

Reconstitution into (Select)
Trust/ Society

Transferee Checklist:		
Certificate of Registration		Yes
By-laws/Deed of Society/Trust certified by Secretary / Chairman of Society/Trust		Yes
List of members with their addresses.		Yes
PAN of Society/Trust.		Yes
Power of attorney of authorized signatory by the managing body of Society/Trust of participation in the allotment process.		Yes
PAN/Aadhar card of Authorized signatory.		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Project Report		No
Other Relevant Document		No

For 3. Partnership/ LLP

**Reconstitution into
(Select)**

Partnership/ LLP

Transferee Checklist:

Copy of Partnership deed duly notarized.		Yes
PAN card of the firm		Yes
Aadhar Card of all the partners		Yes
Pan Card of all the partners		Yes
Power of attorney by all the partners for authorized signatory for participation in the allotment process.		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Form 1		Yes
Project Report		No
Other Relevant Document		No

For 4.Private Limited Company

**Reconstitution into
(Select)**

Private Limited Company

Transferee Checklist:

Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by		Yes

CA/CS		
Board Resolution for authorized signatory for participation in allotment process		Yes
PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		Yes
Project Report		No
Other Relevant Document		No

For 5. Public Limited Company

Reconstitution into (Select)
Public Limited Company

Transferee Checklist:		
Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		Yes
Board Resolution for authorized signatory for participation in allotment process		Yes
PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Project Report		No
Other Relevant Document		No

For 5. Public Limited Company

Reconstitution from

Public Limited Company

Transferor Checklist:

Checklist	Input Type	Mandatory
Upload Joint Transfer Application of Transferor and Transferee		Yes
Surrender lease deed		Yes
Possession Certificate		Yes
Time Extension Letter(for >2 Years Vacant Plots Only)		No
Production/ Construction Certificate		No
Sale Deed		No
Sale Certificate		No
Surrender all other GIDA issued documents		Yes
Other Relevant Document		No
Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		No
Board Resolution for authorized signatory for participation in allotment process		No
PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Reconstitution into:	<ol style="list-style-type: none">1. Proprietorship/ Individual2. Trust/Society3. Partnership/LLP4. Private Limited Company5. Public Limited Company a.	Yes

For 1. Proprietorship/ Individual**Reconstitution into**

Proprietorship/Individual

Transferee Checklist:

Affidavit		Yes
Photograph		Yes
Bank Attested Signature of Authorized Person		Yes
Aadhar Card (Self Attested Copy)		Yes
PAN Card (Self Attested Copy)		Yes
Registration of M.S.M.E		Yes
Registration of GST		Yes
Project Report		No
Other Relevant Document		No

For 2. Trust/ Society**Reconstitution into**

Trust/ Society

Transferee Checklist:

Certificate of Registration		Yes
By-laws/Deed of Society/Trust certified by Secretary / Chairman of Society/Trust		Yes
List of members with their addresses.		Yes
PAN of Society/Trust.		Yes
Power of attorney of authorized signatory by the managing body of Society/Trust of participation in the allotment process.		Yes
PAN/Aadhar card of Authorized signatory.		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Project Report		No
Other Relevant Document		No

For 3. Partnership/ LLP**Reconstitution into
(Select)**

Partnership/ LLP

Transferee Checklist:

Copy of Partnership deed duly notarized.		Yes
PAN card of the firm		Yes
Aadhar Card of all the partners		Yes
Pan Card of all the partners		Yes
Power of attorney by all the partners for authorized signatory for participation in the allotment process.		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Form 1		Yes
Project Report		No
Other Relevant Document		No

For 4.Private Limited Company**Reconstitution into
(Select)**

Private Limited Company

Transferee Checklist:

Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		Yes
Board Resolution for authorized signatory for participation in allotment process		Yes

PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		Yes
Project Report		No
Other Relevant Document		No

For 5. Public Limited Company

Reconstitution into (Select)

Public Limited Company

Transferee Checklist:		
Certificate of Incorporation Certificate/ ROC		Yes
Memorandum of Association		Yes
Article of Association issued by Registrar of Companies		Yes
List of shareholders and directors authenticated by CA/CS		Yes
Detail of shareholders and directors shareholding authenticated by CA/CS		Yes
Board Resolution for authorized signatory for participation in allotment process		Yes
PAN/CIN of the company		Yes
PAN card of Authorized signatory		Yes
Aadhar card of Authorized signatory		Yes
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		No
Project Report		No
Other Relevant Document		No