Service: Request for Transfer of Plot

For 1. Proprietorship/Individual

Transfer from (Select/ AutoFetch from Database)

Proprietorship/Individual

Transferor Checklist:		
Checklist	Input Type	Mandatory
Upload Joint Transfer Application of Transferor and Transferee	Upload Button	Yes
Surrender lease deed	Upload Button	Yes
Possession Certificate	Upload Button	Yes
Time Extension Letter(for >2 Years Vacant Plots Only)	Upload Button	No
Production/ Construction Certificate	Upload Button	No
Sale Deed	Upload Button	No
Sale Certificate	Upload Button	No
Surrender all other GIDA issued documents	Upload Button	Yes
Other Relevant Document	Upload Button	No
Transfer to:	 Proprietorship/ Individual Trust/Society Partnership/LLP Private Limited Company Public Limited Company 	Yes

For 1. Proprietorship/ Individual

Transfer To (Select)

Proprietorship/Individual

Transferee Checklist:		
Affidavit	Upload Button	Yes
Photograph	Upload Button	Yes

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

For 2. Trust/ Society

Transfer To (Select)

Trust/ Society

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

For 3. Partnership/ LLP

Transfer	То
(Select)

Transferee Checklist:		
Copy of Partnership deed duly notarized.	Upload Button	Yes

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

For 4.Private Limited Company

Transfer To (Select)

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

Transfer To (Select)

Public Limited Company

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

For 2. Trust/ Society

Transfer from (Select/ AutoFetch from Database)

Trust/ Society

Transferor Checklist:		
Checklist	Input Type	Mandatory
Upload Joint Transfer Application of Transferor and Transferee	Upload Button	Yes
Surrender lease deed	Upload Button	Yes
Possession Certificate	Upload Button	Yes
Time Extension Letter(for >2 Years Vacant Plots Only)	Upload Button	No
Production/ Construction Certificate	Upload Button	No

Sale Deed	Upload Button	No
Sale Certificate	Upload Button	No
Surrender all other GIDA issued documents	Upload Button	Yes
Other Relevant Document	Upload Button	No
Certificate of Registration	Upload Button	
By-laws/Deed of Society/Trust certified by Secretary / Chairman of Society/Trust,	Upload Button	
List of members with their addresses.	Upload Button	
PAN of Society/Trust	Upload Button	
Power of attorney of authorized signatory by the managing body of Society/Trust of participation in allotment process	Upload Button	
PAN card of Authorized signatory	Upload Button	
Aadhar card of Authorized signatory	Upload Button	
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.	Upload Button	
Transfer to:	1. Proprietorship/ Individual 2. Trust/Society 3. Partnership/LLP 4. Private Limited Company 5. Public Limited Company	Yes

Transfer To (Select)

Proprietorship/Individual

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

Project Report	Upload Button	No
Other Relevant Document	Upload Button	No

For 2. Trust/ Society

Transfer To (Select)

Trust/ Society

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

For 3. Partnership/ LLP

Transfer To (Select)

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

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

For 4.Private Limited Company

Transfer To (Select)

Private Limited Company

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

For 5. Public Limited Company

Transfer To (Select)

Transferee Checklist:		
Certificate of Incorporation Certificate/ ROC	Upload Button	Yes

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

Transfer from (Select/ AutoFetch from Database)

Transferor Checklist:		
Checklist	Input Type	Mandatory
Upload Joint Transfer Application of Transferor and Transferee	Upload Button	Yes
Surrender lease deed	Upload Button	Yes
Possession Certificate	Upload Button	Yes
Time Extension Letter(for >2 Years Vacant Plots Only)	Upload Button	No
Production/ Construction Certificate	Upload Button	No
Sale Deed	Upload Button	No
Sale Certificate	Upload Button	No
Surrender all other GIDA issued documents	Upload Button	Yes
Other Relevant Document	Upload Button	No
Copy of Partnership deed duly notarized.	Upload Button	
PAN card of the firm	Upload Button	

PAN/Aadhar Card of all the partners	Upload Button	
Power of attorney by all the partners for authorized signatory for participation in the allotment process.	Upload Button	
PAN card of Authorized signatory	Upload Button	
Aadhar card of Authorized signatory	Upload Button	
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.	Upload Button	
Transfer to:	Proprietorship/ Yes Individual Trust/Society Partnership/LLP Private Limited Company Public Limited Company	

Transfer To (Select)

Proprietorship/Individual

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

For 2. Trust/ Society

Transfer	То
(Select)

Trust/ Society

Transferee Checklist:

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

Transfer To (Select)

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

For 4.Private Limited Company

Transfer To (Select)

Private Limited Company

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

For 5. Public Limited Company

Transfer To (Select)

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

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

For 4. Private Limited Company

Transfer from (Select/ AutoFetch from Database)

Transferor Checklist:		
Checklist	Input Type	Mandatory
Upload Joint Transfer Application of Transferor and Transferee	Upload Button	Yes
Surrender lease deed	Upload Button	Yes
Possession Certificate	Upload Button	Yes
Time Extension Letter(for >2 Years Vacant Plots Only)	Upload Button	No
Production/ Construction Certificate	Upload Button	No
Sale Deed	Upload Button	No
Sale Certificate	Upload Button	No
Surrender all other GIDA issued documents	Upload Button	Yes
Other Relevant Document	Upload Button	No
Certificate of Incorporation Certificate/ ROC		
Memorandum of Association		
Article of Association issued by Registrar of Companies		
List of shareholders and directors authenticated by CA/CS		
Detail of shareholders and directors shareholding authenticated by CA/CS		
Board Resolution for authorized signatory for participation in allotment process		
PAN/CIN of the company		

PAN card of Authorized signatory		
Aadhar card of Authorized signatory		
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of applicant is positive.		
Transfer to:	Proprietorship/ Individual Trust/Society Partnership/LLP Private Limited Company Public Limited Company	Yes

Transfer To (Select)

Proprietorship/Individual

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

For 2. Trust/ Society

Transfer	То
(Select)

Trust/ Society

Transferee Checklist:		
Certificate of Registration	Upload Button	Yes
By-laws/Deed of Society/Trust certified by Secretary / Chairman of Society/Trust	Upload Button	Yes

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

Transfer To (Select)

Partnership/ LLP

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

For 4.Private Limited Company

Transfer To (Select)

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

Transfer To (Select)

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

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

Transfer from (Select/ AutoFetch from Database)

Transferor Checklist:		
Checklist	Input Type	Mandatory
Upload Joint Transfer Application of Transferor and Transferee	Upload Button	Yes
Surrender lease deed	Upload Button	Yes
Possession Certificate	Upload Button	Yes
Time Extension Letter(for >2 Years Vacant Plots Only)	Upload Button	No
Production/ Construction Certificate	Upload Button	No
Sale Deed	Upload Button	No
Sale Certificate	Upload Button	No
Surrender all other GIDA issued documents	Upload Button	Yes
Other Relevant Document	Upload Button	No
Certificate of Incorporation Certificate/ ROC		
Memorandum of Association		
Article of Association issued by Registrar of Companies		
List of shareholders and directors authenticated by CA/CS		
Detail of shareholders and directors shareholding authenticated by CA/CS		
Board Resolution for authorized signatory for participation in allotment process		
PAN/CIN of the company		
PAN card of Authorized signatory		
Aadhar card of Authorized signatory		
Certificate from the Chartered Accountant with UDIN number stating that the Net Worth of the applicant is positive.		
Transfer to:	1. Proprietorship/	Yes

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

Transfer To (Select)

Proprietorship/Individual

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

For 2. Trust/ Society

Transfer To (Select)

Trust/ Society

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

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

Transfer To (Select)

Partnership/ LLP

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

For 4.Private Limited Company

Transfer To (Select)

Transferee Checklist:		
Certificate of Incorporation Certificate/ ROC	Upload Button	Yes
Memorandum of Association	Upload Button	Yes
Article of Association issued by Registrar of Companies	Upload Button	Yes

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

Transfer To (Select)

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