

To  
 The Land Manager, Bidhannagar,  
 Department of Urban Development & Municipal Affairs,  
 Government of West Bengal  
 Nagarayan, Block DF-8, Sector-I  
 Salt Lake, Bidhannagar,  
 Kolkata - 700064.

**Sub: Application for approval of New Membership concerning Flat  
 No. \_\_\_\_\_ of \_\_\_\_\_**

\_\_\_\_\_

Sir,

I Sri/Smt. \_\_\_\_\_ interested in  
 purchasing the said flat from its present owner Sri/Smt. \_\_\_\_\_

on payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

as consideration money. The managing committee/board of directors of the society has approved  
 my candidature as a new member replacing the said member Sri/Smt. \_\_\_\_\_

\_\_\_\_\_ and present owner of the flat vide resolution adopted in their  
 meeting held on \_\_\_\_\_

Enclosing herewith requisite documents, as noted below, I request you to please  
 accord permission of your department for my membership and ownership as well in respect of  
 the aforesaid flat.

Your faithfully,

Date: \_\_\_\_\_

( \_\_\_\_\_ )

Full Signature

\_\_\_\_\_  
 Counter Signature and Seal of the Secretary of the Society

Enclosed:

1. Applicant's Bio-data.
2. Attested copy of the application to the Society for membership.
3. Attested copy of the resolution of the Society admitting the applicant as a new member.
4. Original Affidavit concerning provision of ULC & R Act, 1976 (Proforma).
5. Original Affidavit concerning eligibility criteria.
6. Certified copy of Deed of Conveyance in the name of outgoing member.
7. Copy of the last order issued, if any, by this Department in respect to the said plot.
8. Copy of Challan for processing fees of Rs. 1000/-
9. Indemnity Bond by the Outgoing member.
10. Indemnity Bond by the Income member.
11. Attestation of Photo & Signature of the Incoming member (Proforma).
12. Attestation of Photo & Signature of the Outgoing member (Proforma).
13. Identity Proof of the Incoming member.
14. Copy of the Resignation letter of the outgoing member attested by the  
 Secretary/Chairman of the Co-operative Society.

**STAMP RS:10/-****BEFORE THE METROPOLITAN MAGISTREATE CALCUTTA OR NOTARY PUBLIC****AFFIDAVIT**

I, Shri/Smt..... son/wife/daughter of .....  
 .....by occupation.....aged about..... years,  
 by nationality Indian by religion ..... residing at .....

..... do hereby solemnly affirm and state as follows:-

(1) That I am father/ mother / husband/ wife/ son /daughter/ brother/ sister of Shri/Smt.  
 .....son/daughter of .....and  
 wifeof.....Residing at.....

From whom I intend to acquire his/her undivided share the plot bearing No.  
 .....in Block .....of Sector ..... of Bidhannagar  
 (Salt Lake).

(2) That neither I nor my wife / husband nor my unmarried minor children jointly or severally hold any immovable property within any "Urban Agglomeration, as defined in the Urban Land (Ceiling and Regulation) Act, 1976.

(3) That neither I nor my wife/husband nor my minor children hold/own any immovable property jointly with any other person within any Urban Agglomeration, Bidhannagar and K.M.D. Area.

(4) That my family consisting of my wife/husband, minor children and myself holds/do not hold land (details to be specified) in any Urban Agglomeration.

(5) That by acquiring of the plot..... undivided share of the plot of land measuring..... cottahs in Sector,..... of Bidhannagar in the district of North 24 parganas. I shall be hit/ I shall not be hit by the provisions of the Urban Land (Ceiling and Regulation) Act, 1976 and shall not be liable to submit any return under the Act.

(6) That I hold/do not hold lands/building/flat/apartment (owner/lessee etc.) situated within the said "Urban Agglomeration" in K.M.D. Area.

(7) That any member of my family as defined in the aforesaid Act holds/do not hold land/building/flat/apartments as (owner/lessee etc.) situated within the said "Urban Agglomeration" in K.M.D. Area.

(8) Any member of my family has no interest/share in any property in Bidhannagar excepting in the aforesaid Plot No. ....

(9) Provided further that if afterwards it is found that any material fact relating to holding/ owing immovable property within the said Urban Agglomeration, Bidhannagar and K.M.D. area is not disclosed in the affidavit, the lessor shall have the right to re-enter into possession of the demised land and thereupon this demise shall forthwith stand determined.

(10) The statements made in the above paragraphs are true to my knowledge.

DEPONENT

ADVOCATE

N.B. : Delete whichever is not applicable

**Attestation of Photo & Signatures by Gazetted Officer**

I personally know the following person/persons for the Last.....Years.

Whose Photo and Signature/Signatures are attested by me:

<u>Name</u>	<u>Photo</u>	<u>Signature</u>	<u>Attested with seal</u>
1)			
2)			
3)			
4)			

(.....)

Full Name & Designation

Date.....

Phone No.....

Office Address.....

.....

**Original Affidavit concerning Eligibility Criteria**

I, Sri/Smt. \_\_\_\_\_ son/daughter/wife  
of Sri \_\_\_\_\_, aged about \_\_\_\_\_  
years, by faith \_\_\_\_\_, by Occupation \_\_\_\_\_,  
by Nationality Indian, presently residing at \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm and state  
as follows:

1. That I am a citizen of India.
2. That I am not a member of any other Housing Co-operative Society in West Bengal.
3. That I or any member of my family do not own any plot of Bastu land, house or flat within the local limits of any municipal corporation or municipality or town or any Gram Panchayat or any notified area authority where \_\_\_\_\_ Co-operative Housing Society Ltd. (bearing Registration No. \_\_\_\_\_) is situated.
4. That I have genuine need for housing accommodation from Co-operative Housing Society Ltd.
5. That I have not entered into any contract with any other Co-operative Housing Society Ltd. In the matter of any work/construction or otherwise relating to a project of the Co-operative Society.
6. That I intend to become a member of \_\_\_\_\_ Co-operative Housing Society Ltd. for the purpose of owning a flat for residential accommodation of myself and my family members and I intend to acquire Flat No. \_\_\_\_\_

That the statements made in the above paragraphs from (1) to (7) are true to the best of my knowledge and belief.

DEPONENT  
Identified by me

ADVOCATE

**BEFORE THE NOTARY PUBLIC**

**IDEMINITY BOND**

KNOW ALL MEN BY THESE PRESENTS that I, \_\_\_\_\_ son  
of \_\_\_\_\_ and residing at \_\_\_\_\_  
\_\_\_\_\_ hereinafter for  
the sake of brevity called the 'OBLIGOR' send greetings;

WHEREAS the obligor is the proposed transferee in respect of ALL THAT  
undivided \_\_\_\_\_ leasehold right, title and interest of premises no \_\_\_\_\_  
\_\_\_\_\_ within the local limits of Bidhannagar  
Municipality under Ward No \_\_\_\_\_ TOGETHER WITH the undivided \_\_\_\_\_ % of

The total construction thereon (for the sake of brevity hereinafter referred to and called as the  
'said premises') in terms of Memo No. 2709-SL(AL)/4S-9/2004 (Pt-I) dated Kolkata the 22<sup>nd</sup>  
June, 2012, issued by the Department of Urban Development & Municipal Affairs, Government  
of West Bengal on behalf of HIS EXCELLENCY the GOVERNOR of West Bengal and which  
was published on 25<sup>th</sup> day of June, 2012 at the Kolkata Gazette.

AND WHEREAS in view of the fact that there may crop up any problem strictly in complying  
with the terms and conditions of Original Lease Deed dated \_\_\_\_\_ the OBLIGOR  
PROPOSED TRANSFEREE on his/her/their own volition accord/instance readily agreed to  
execute this Bond/Obligation in favour of the Government of West Bengal.

**NOW THIS IDEMNITY BOND WITNESSETH** as follows:-

That in furtherance of the Memo No. 2709-SL(AL)/4S-9/2004 (Pt-I) dated Kolkata the 22<sup>nd</sup> June, 2012 issued by the Department of Urban Development & Municipal Affairs, Government of West Bengal on behalf of HIS EXCELLENCY the GOVERNOR of West Bengal and which was published on 25<sup>th</sup> day of June, 2012 at the Kolkata Gazette, the OBLIGOR PROPOSED TRANSFERE is/are binding himself/herself/themselves to the effect that the OBLIGOR PROPOSED TRANSFERE will strictly comply with all and every terms and conditions of the Original Lease Deed dated \_\_\_\_\_ and OBLIGOR PROPOSED TRANSFERE do hereby agree to keep indemnified and harmless the Government of West Bengal in all manner whatsoever and failing which, the Government of West Bengal will have absolute authority to rescind the Original Lease Deed dated \_\_\_\_\_ ex-parte and shall be entitled to take re-possession of the said premises.

IN WITNESS WHEREOF, the OBLIGORS has/have hereinto set and subscribed his/her/their hands and seals on this the \_\_\_\_\_ day of \_\_\_\_\_

in presence of the following witnesses.

OBLIGORS

WITNESSES  
(Name and address)

1)

2)

Rs. \_\_\_\_\_ 100/-

To be executed before Judicial/Metropolitan Magistrate Notary public

**INDEMINITY BOND**

I/We, Sri/Smt. \_\_\_\_\_ Son/daughter of

\_\_\_\_\_ aged about \_\_\_\_\_ years by

faith \_\_\_\_\_ by Nationality \_\_\_\_\_ resident of \_\_\_\_\_

Being the Constituted Attorney of original/mutated lessee(s) of the plot no. \_\_\_\_\_ Sector

\_\_\_\_\_ Salt Lake City Kolkata \_\_\_\_\_ solely and absolutely indemnify the Department of Urban Development & Municipal Affairs, Government of West Bengal from all the losses damages, if any be incurred in future due to the papers documents and information furnished by me the executants herein.

I/We shall not held responsible/liable the Government of West Bengal in any manner whatsoever for granting permission for transfer of the aforesaid plot, since the permission has been made under my/our specific own accord/violation.

Identified by me

Advocate

\_\_\_\_\_  
Executants