

## Checklist of Documents for Land Allotment

1. Detailed Project Report Certified by CA
2. Affidavit(Regarding all information provided by Applicant are Correct)
3. Latest Balance sheet and P/L Statement(Non Mandatory)

### **In case of Company:**

1. MoA & AoA Self attested.
2. List of Shareholders with following details :-Name, Total Share Held, Face Value of Shares,% Holding duly attested by Practicing CA/Practicing CS  
(In case more than 50 shareholders, give the top 50)
3. Company Registration Certificate.
4. List of Directors with DIN No. duly attested by Practicing CA/Practicing CS.
5. Certified Copy of Board Resolution
6. Identity Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
7. Address Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

### **In case of Partnership**

1. Copy of Partnership Deed registered/Notarized
2. List of Partners with following fields Name,% share/partnership interest,Address,Phone no, PAN No duly attested by Practicing CA/Practicing CS
3. Power of Attorney /Authorization from all Partners.
4. Identity Proof of all partner/ Identity Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
5. Address Proof of all Partner/Address Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )
6. PAN Card of Firm

### **In case of Proprietorship**

1. Identity Proof .(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
2. Address Proof .(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )
3. Copy of PAN Card of Proprietor.

### **In case of LLP**

1. Incorporation Document.
2. List of Partners with following fields Name, % share/partnership interest, Address, Phone no duly attested by Practicing CA/Practicing CS.
3. List of designated Partners with Name, DPIN duly attested by Practicing CA/Practicing CS.
4. Power of Attorney /Authorization letter of Authorized Signatory.
5. LLP PAN Card

6. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
7. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

#### **In case of HUF**

1. Proof of HUF
2. Identity Proof of Karta(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
3. Address Proof of Karta(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
4. Copy of PAN Card of HUF

#### **In case of Govt. Department/Statutory Bodies:**

1. Power of Attorney /Authorization Letter of Authorized Sign.
2. Identity Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
3. Address Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID )
4. Brief note about the constitution of statutory body with name of applicable Act under which established.

#### **In case of Trust:**

1. Copy of Trust Deed registered
2. List of Trustees with following fields Name, Address, Phone no duly attested by Practicing CA/Practicing CS
3. Trust PAN Copy
4. Copy of resolution of the meeting of trustees certifying the authority to make this application.

#### **Society**

1. MoA duly attested by Practicing CA/Practicing CS
2. Copy of resolution of the meeting of managing committee/General Body certifying the authority to make this application.
3. Society Registration Certificate.

#### **Others**

1. Power of Attorney /Authorization Letter of Authorized Sign.
2. Identity Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Votar ID/PAN Card )
3. Address Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Votar ID )
4. Brief note about Organization giving proof that it is authorized to enter into contract and own property in India.
5. Other relevant Documents.

## Checklist of Documents for Plot Transfer

### **i. For Eligibility of Transfer :**

#### **Common documents:**

1. Application for Letter of Eligibility for Transfer as per prescribed format (Annexure-D/I).
2. Copy of project completion/Occupancy certificate issued by competent authority.

#### **3. Proof of production:**

- i. Latest Sales Bills (Not older than 6 month from the date of transfer application)
  - ii. Latest Purchase Bill (Not older than 6 month from the date of transfer application)
  - iii. Electricity Bills (Not older than 6 month from the date of transfer application)
  - iv. EM part II// IEM /UAM
4. If Mortgage then NOC from Bank/Financial Institution
  5. ID Proof of proprietor/authorized Person. (Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
  6. Address Proof of proprietor/Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )
  7. GST registration certificate

#### ➤ **In case of Company - Pvt Ltd / Public Ltd**

1. List of Shareholders duly signed by CA at the time of allotment and as on date.  
(**Note:** Document should include following details:-Name, Total Shares Held, Face Value of Shares,% Holding duly attested by Practicing CA/Practicing CS.(In case of more than 50 shareholders, give top 50 shareholders list).
2. Certified copy of Board Resolution

#### ➤ **In case of Partnership**

1. List of Partners duly signed by CA at the time of allotment and as on date  
(**Note:** Document should include following fields: Name, % share/partnership interest, Address, Phone no, and PAN No duly attested by Practicing CA/Practicing CS.)
2. General Power of Attorney/Authorization letter from all partners

#### ➤ **In case of LLP:**

1. List of Partners duly signed by CA at the time of allotment and as on date  
(**Note:** Document should include following fields: Name, % share/partnership interest, Address, Phone no, and PAN No duly attested by Practicing CA/Practicing CS.)
2. List of designated Partners with Name, DPIN duly attested by Practicing CA/Practicing CS
3. General Power of Attorney/Authorization letter from all partners

#### ➤ **In case of Govt. Department/Statutory Bodies:**

1. Power of Attorney /Authorization Letter of Authorized Sign.

➤ **In case of Trust**

1. List of trustees with following fields Name, Address, Phone no duly attested by Practicing CA/Practicing CS
2. Managing Trustee (if Any).

➤ **In case of Society**

1. List of Governing Body Members

➤ **In case of Others**

1. Power of Attorney /Authorization Letter of Authorized Signatory.

**Special Cases:**

**In case of Transfer by way of succession due to death of the allottee/majority shareholders**

1. Affidavit-cum-NOC from legal heirs of the allottee as per Annexure-D/XVIII
2. Indemnity Bond from the proposed transferee as per Annexure-D/XIX
3. Undertaking from the proposed transferee as per Annexure-D/XX
4. Copy of Death Certificate
5. Copy of probated Bill/Succession certificate/Legal Heir Certificate/Any Other document in support of Claim of Legal Heirs

**In case of Auction from Bank**

Letter of bank auction

**For Provisional Transfer Letter:**

➤ **Allottee Document**

1. Application for permission to Transfer as per prescribed format (Annexure-D/III).
2. Affidavit as per prescribed format from the allottee (Annexure-D/IV).
3. Indemnity Bond from the allottee as per prescribed format (Annexure-D/VI)
4. Attested copy of agreement to transfer/Transfer Deed.
5. Letter of eligibility for transfer issued by the Regional Manager.

**Transferee Documents:**

1. Undertaking from the proposed transferee as per prescribed format (Annexure-D/V).
2. Project report of the proposed transferee certified by CA

➤ **In case of company:**

1. MoA & AoA duly attested by Practicing CA/Practicing CS
2. List of Shareholders and directors duly signed by CA at the time of allotment and as on date.

(Note: **Document should include following details:-Name, Total Shares Held, Face Value of Shares,% Holding duly attested by Practicing CA/Practicing CS.(In case of more than 50 shareholders, give top 50 shareholders list).**

3. Certified copy of Board Resolution

➤ **In case of Partnership**

1. Attested copy of partnership deed issued by Registrar of Firms

➤ **In case of LLP:**

1. List of Partners duly signed by CA at the time of allotment and as on date  
(**Note: Document should include following fields: Name, % share/partnership interest, Address, Phone no, and PAN No duly attested by Practicing CA/Practicing CS.**)
2. List of designated Partners with Name, DPIN duly attested by Practicing CA/Practicing CS
3. General Power of Attorney/Authorization letter from all partners

➤ **In case of Govt. Department/Statutory Bodies:**

1. Power of Attorney /Authorization Letter of Authorized Sign.

➤ **In case of Trust**

1. List of trustees with following fields Name, Address, Phone no duly attested by Practicing CA/Practicing CS

➤ **In case of Society**

1. List of Governing Body Members

➤ **In case of Others**

1. Power of Attorney /Authorization Letter of Authorized Signatory.

**Special Cases:**

➤ **In case of First Transfer by way of transfer of more than 50%share/shareholding of original partners/shareholders in favor of some third party.**

1. Application for permission to Transfer as per prescribed format (Annexure-D/XI).
2. Affidavit as per prescribed format from the allottee (Annexure-D/XII).
3. Undertaking from the proposed transferee as per prescribed format (Annexure-D/XIII).
4. Indemnity Bond from the allottee as per prescribed format (Annexure-D/XIV)

**In case of Partnership**

5. Attested copy of new partnership deed along with copy of certificate issued by Registrar of Firms.

**In case of Company**

6. CA certificate indicating the details of directors and shareholders with their shareholding at the time of allotment/change in constitution and subsequent changes therein from time to time (date-wise) till date, duly certified that there are no other change in the shareholding pattern of the company
7. Copies of form filed with RoC w.r.t. resignation of original directors & appointment of new directors.
8. Project report of the new management, in case of change of project.

### **Checklist of documents for Mortgage**

1. Request from the allottee on letter head/plain paper as per prescribed format (Annexure-G/I)
2. Request from the concerned Bank/FI.
3. NoC from Bank/FI in whose favour plot/shed was earlier mortgaged (if applicable)
4. Sanction letter from Bank/FI

➤ **In case of Partnership Firm**

1. In case request has been signed by only one partner, authorization letter from other partners in his/her favour and such one partner shall preferably be the majority stake holder in the firm.
2. Self-certificate duly signed by all the partners that there are no changes in the partners since the date of allotment till date.

➤ **In case of Company**

1. Board resolution of the company for mortgaging the plot clearly indicating the amount of financial assistance being availed and in whose favor plot is to be mortgaged and authorization in favor of authorized person submitting the application.
2. Self / CA Certificate indicating the details of authorized & paid up capital, names of shareholders, No. of shares held by each shareholder and details of directors of the company at the time of allotment and all subsequent changes therein from time to time (date-wise) till date.

➤ **In case of LLP**

1. List of Partners with following fields Name, % share/partnership interest, Address, Phone no duly attested by Practicing CA/Practicing CS
2. List of designated Partners with Name, DPIN duly attested by Practicing CA/Practicing CS
3. Power of Attorney /Authorization letter of Authorized Sign.

➤ **In case of Govt. Department/Statutory Bodies**

1. Power of Attorney /Authorization Letter of Authorized Sign.

➤ **In case of Trust**

1. List of trustees with following fields Name, Address, Phone no duly attested by Practicing CA/Practicing CS.
2. Managing Trustee if Any

➤ **In case of Society**

1. List of Governing Body Members

➤ **In case of Others**

1. Power of Attorney /Authorization Letter of Authorized Sign.

**Check List of Documents for Time Extension**

1. Request from the allottee as per prescribed format (Annexure-B/I).
2. Copy of the letter conveying approval of building plans or acknowledgement issued by concerned agency in case of self-certification.
3. Photographs of the site, DPC certificate, Occupation Certificate etc. as the case may be.
4. An affidavit affirming that the content of the application is correct and that the person making application on behalf of applicant allottee is authorized to make the application.

**In case of Company**

1. Copy of Board Resolution.

**In case of Partnership and other:**

1. Copy of Authorization Letter where allottee himself is not the applicant.

**Check List of Documents for Subletting**

**Allottee Documents:**

1. Application from
2. Sublease Agreement/Rent Agreement
3. Occupancy/Completion Certificate
4. EM Part II/Udyog Aadhaar
5. Sales Bill (Not old than 3 months)
6. Purchase Bill (Not old than 3 months)
7. Electricity Bill (Not old than 3 months)
8. GST Registration Certificate

➤ **In case of Company**

1. List of Shareholders duly signed by CA at the time of allotment and as on date.

(**Note:** Document should include following details:-Name, Total Shares Held, Face Value of Shares,% Holding duly attested by Practicing CA/Practicing CS.(In case of more than 50 shareholders, give top 50 shareholders list).

2. Certified copy of Board Resolution
3. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
4. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of Partnership**

1. List of Partners duly signed by CA at the time of allotment and as on date  
(**Note:** Document should include following fields: Name, % share/partnership interest, Address, Phone no, PAN No duly attested by Practicing CA/Practicing CS.)
2. General Power of Attorney/Authorization letter from all partners
3. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
4. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In Case of Proprietor**

1. Identity Proof of Applicant(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
2. Address Proof of Applicant(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

**3. In case of LLP:**

1. List of Partners duly signed by CA at the time of allotment and as on date  
(**Note:** Document should include following fields: Name, % share/partnership interest, Address, Phone no, PAN No duly attested by Practicing CA/Practicing CS.)
2. List of designated Partners with Name, DPIN duly attested by Practicing CA/Practicing CS
3. General Power of Attorney/Authorization letter from all partners
4. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
5. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of Govt. Department/Statutory Bodies:**

1. Power of Attorney /Authorization Letter of Authorized Sign.
2. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
3. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of Trust**

1. List of trustees with following fields Name, Address, Phone no duly attested by Practicing CA/Practicing CS
2. Managing Trustee if Any



3. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
4. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of Society**

1. List of Governing Body Members
2. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
3. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of Others**

1. Power of Attorney /Authorization Letter of Authorized Signatory.
2. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
3. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

### **Sublette Documents**

1. Request letter from Sublette
2. Detailed Project Report Certified by CA

➤ **In case of Company**

1. MoA & AOA duly attested by Practicing CA/Practicing CS
2. List of Shareholders duly signed by CA at the time of allotment and as on date.  
(**Note:** Document should include following details:-Name, Total Shares Held, Face Value of Shares,% Holding duly attested by Practicing CA/Practicing CS.(In case of more than 50 shareholders, give top 50 shareholders list).
3. Certified copy of Board Resolution
4. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
5. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of Partnership**

1. Copy of Partnership Deed registered/Notrised
2. List of Partners duly signed by CA at the time of allotment and as on date  
(**Note:** Document should include following fields: Name, % share/partnership interest, Address, Phone no, PAN No duly attested by Practicing CA/Practicing CS.)
3. General Power of Attorney/Authorization letter from all partners
4. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
5. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

6. PAN Card of Firm

➤ **In Case of Proprietor**

1. Identity Proof of Applicant(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
2. Address Proof of Applicant(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of LLP:**

1. Incorporation Document duly attested by Practicing CA/Practicing CS.
2. List of Partners duly signed by CA at the time of allotment and as on date  
(Note: Document should include following fields: Name, % share/partnership interest, Address, Phone no, PAN No duly attested by Practicing CA/Practicing CS.)
3. List of designated Partners with Name, DPIN duly attested by Practicing CA/Practicing CS
4. General Power of Attorney/Authorization letter from all partners
5. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
6. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

7. **LLP PAN Card**

➤ **In case of HUF**

1. Proof of HUF
2. Identity Proof of Karta(Copy of Passport/Aadhaar No/DL/Votar ID/PAN Card )
3. Address Proof of Karta(Copy of Passport/Aadhaar No/DL/Votar ID/PAN Card )
4. Copy of PAN Card of HUF

➤ **In case of Govt. Department/Statutory Bodies:**

1. Power of Attorney /Authorization Letter of Authorized Sign.
2. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
3. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of Trust**

1. Copy of Trust Deed registered
2. List of trustees with following fields Name, Address, Phone no duly attested by Practicing CA/Practicing CS
3. Managing Trustee if Any
4. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
5. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

6. **Trust PAN No.**

➤ **In case of Society**

1. MoA duly attested by Practicing CA/Practicing CS
2. List of Governing Body Members
3. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )

4. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )
5. Copy of resolution of the meeting of managing committee/General Body

➤ **In case of Others**

1. Power of Attorney /Authorization Letter of Authorized Signatory.
2. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
3. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )
4. Brief note about Organization giving proof that it is authorized to enter into contract and own property in India

**Checklist of documents for Restoration of cancelled plot**

1. Application for Restoration of cancelled plot as per prescribed format (Annexure-C/I).
2. A clear and unambiguous undertaking clearly stating that all outstanding dues payable to SIIDCUL as on the date of cancellation shall be paid before issuance of formal restoration order.
3. Status of plot/construction made with proofs such as photographs of the site/DPC certificate/Occupation Certificate etc. as the case may be.
4. Revised construction Plan from the date of Restoration Order showing clear time frame within which project would be completed.
5. An affidavit affirming that the content of the application is correct and that the person making application on behalf of applicant allottee is authorized to make the application.

➤ **In case of Company**

1. Certified Copy of Board Resolution

➤ **In case of Partnership/ Govt. Department/Statutory Bodies/Trust/others**

1. Power of Attorney /Authorization from all Partners

➤ **In case of Society**

1. Copy of resolution of the meeting of managing committee/General Body

**Checklist of documents for Surrender of plot**

1. Request Letter
2. Affidavit
3. Allotment Letter

➤ **In case of Company**

1. Certified Copy of Board Resolution

➤ **In case of Partnership/ Govt. Department/Statutory Bodies/Trust/others**

1. Power of Attorney /Authorization from all Partners

➤ **In case of Society**

2. Copy of resolution of the meeting of managing committee/General Body

### **Checklist of documents for Change in Product**

1. Application from
2. Copy of proposed Project report certified by CA

➤ **In case of Company**

6. MoA & AOA duly attested by Practicing CA/Practicing CS
7. List of Shareholders duly signed by CA at the time of allotment and as on date.  
(**Note:** Document should include following details:-Name, Total Shares Held, Face Value of Shares,% Holding duly attested by Practicing CA/Practicing CS.(In case of more than 50 shareholders, give top 50 shareholders list).
8. Certified copy of Board Resolution
9. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
10. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of Partnership**

7. Copy of Partnership Deed registered/Notrised
8. List of Partners duly signed by CA at the time of allotment and as on date  
(**Note:** Document should include following fields: Name, % share/partnership interest, Address, Phone no, PAN No duly attested by Practicing CA/Practicing CS.)
9. General Power of Attorney/Authorization letter from all partners
10. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
11. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In Case of Proprietor**

3. Identity Proof of Applicant(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
4. Address Proof of Applicant(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of LLP:**

8. List of Partners duly signed by CA at the time of allotment and as on date  
(**Note:** Document should include following fields: Name, % share/partnership interest, Address, Phone no, PAN No duly attested by Practicing CA/Practicing CS.)
9. General Power of Attorney/Authorization letter from all partners
10. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
11. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of HUF**

5. Identity Proof of Karta(Copy of Passport/Aadhaar No/DL/Votar ID/PAN Card )
6. Address Proof of Karta(Copy of Passport/Aadhaar No/DL/Votar ID/PAN Card )

➤ **In case of Govt. Department/Statutory Bodies:**

4. Power of Attorney /Authorization Letter of Authorized Sign.
5. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
6. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of Trust**

7. List of trustees with following fields Name, Address, Phone no duly attested by Practicing CA/Practicing CS
8. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
9. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of Society**

6. List of Governing Body Members
7. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
8. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )
9. Copy of resolution of the meeting of managing committee/General Body

➤ **In case of Others**

5. Power of Attorney /Authorization Letter of Authorized Signatory.
6. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
7. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )
8. Brief note about Organization giving proof that it is authorized to enter into contract and own property in India

## Checklist of documents for Change in Company Name

1. GST Registration No.
2. Copy of Lease Deed
- **In case of Company**
  1. ROC Certificate
- **In case of Partnership/proprietor/Trust/HUF/Society/others**
  1. PAN Card with new name
- **In case of LLP**
  1. ROC Certificate

## Checklist of documents for Reconstitution

1. Application from
2. Original Bank NOC in case of Mortgage

➤ **In case status is “In production”**

1. EM Part II
2. Purchase Bill (Not old than 3 months)
3. Electricity Bill (Not old than 3 months)
4. Electricity Bill (Not old than 3 months)

➤ **In case of Company:**

1. MoA & AoA duly attested by Practicing CA/Practicing CS
2. List of Shareholders with following details :-Name, Total Share Held, Face Value of Shares,% Holding duly attested by Practicing CA/Practicing CS  
(In case more than 50 shareholders, give the top 50)
3. Certified Copy of Board Resolution
4. PAN Card of Company
5. Identity Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
6. Address Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )
7. ROC Certificate

➤ **In case of Partnership**

1. Copy of Partnership Deed registered/Notarized
2. List of Partners with following fields Name, ,% share/partnership interest,Adress,Phone no, PAN No duly attested by Practicing CA/Practicing CS
3. Power of Attorney /Authorization from all Partners
4. Identity Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
5. Address Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )
6. PAN Card of Firm

➤ **In case of Proprietorship**

1. Identity Proof .(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
2. Address Proof .(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of LLP**

1. Incorporation Document duly attested by Practicing CA/Practicing CS
2. List of Partners with following fields Name, % share/partnership interest, Address, Phone no duly attested by Practicing CA/Practicing CS
3. Power of Attorney /Authorization letter of Authorized Signatory.
4. LLP PAN Card
5. Identity Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/PAN Card )
6. Address Proof of Authorized Signatory.(Copy of Passport/Aadhaar No/DL/Voter ID/Bank Passbook/Electricity Bill/Telephone Bill )

➤ **In case of HUF**

1. Identity Proof of Karta(Copy of Passport/Aadhaar No/DL/Votar ID/PAN Card )
2. Address Proof of Karta(Copy of Passport/Aadhaar No/DL/Votar ID/PAN Card )
3. Copy of PAN Card of HUF

**In case of Govt. Department/Statutory Bodies:**

1. Power of Attorney /Authorization Letter of Authorized Sign.
2. Identity Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Votar ID/PAN Card )
3. Address Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Votar ID )

**In case of Trust:**

1. List of Trustees with following fields Name, Address, Phone no duly attested by Practicing CA/Practicing CS
2. Trust PAN No.

**Society**

1. MoA duly attested by Practicing CA/Practicing CS
2. Copy of resolution of the meeting of managing committee/General Body

**Others**

1. Power of Attorney /Authorization Letter of Authorized Sign.
2. Identity Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Votar ID/PAN Card )
3. Address Proof of Authorized Sign.(Copy of Passport/Aadhaar No/DL/Votar ID )
4. Brief note about Organization giving proof that it is authorized to enter into contract and own property in India
5. Other relevant Documents

## **Checklist of documents for Water Connection**

1. Allotment Letter