

3. Transfer of built-up premises other than CIDCO constructed premises

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| A | Prescribed Transfer Application Form - Annexure B, duly filled by the Licensee / Member of the Society duly Notarized with Notary's Register No. and date with a Seal of "Before Me | |
| B | Society's NOC and Resolution for Transfer of shares of outgoing member to incoming member | |
| C | Attested copy of Loan repayment letter from Financial Institution (if seller has availed financial assistance) | |
| D | In case of Partnership Firm, Copy of Registered Partnership Deed together with Registration Certificate or Registration Receipt and all documents should be signed by all partners or authority letter to signing partner. (if applicable) | |
| E | In case of Pvt. Ltd. Co., attested Copy of Certificate from Registrar of Companies, Articles of Memorandum & Association signed by Company Secretary & Copy of Resolution to sign the Transfer Application (if applicable) | |
| F | In case of Trust/ Society, copy of Resolution authorising the Transfer | |
| G | Attested copy of Index-II of registered Agreement to Lease | |