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Note: \* **Please get ready scanned copies of the following documents for uploading online. Only .Pdf format will be accepted (Max. 5MB each). File Name must be excluded any special characters**

**Guidelines for e-Conversion Documentation(Industrial)**

#### Uploading of Documents

Sr. No	Document Name	Select
1	4 passport size photograph and 4 attested specimen signatures of the person in whose favour the Conversion is sought, duly attested by the Notary Public/Gazetted Officer	<input type="button" value="Choose File"/> No file chosen
2	Affidavit duly attested by by Notary Public/1st Class Magistrate	<input type="button" value="Choose File"/> No file chosen
3	Attested copy of partnership deed/ Memorandum and Articles of Association.	<input type="button" value="Choose File"/> No file chosen
4	Copies of complete chain of Power of Attorneys alongwith Sale Agreements, duly attested by Notary Public/Gazetted Officer.	<input type="button" value="Choose File"/> No file chosen
5	Copy of Completion Certificate/"D" Form duly attested by Notary Public/Gazetted Officer.(Not applicable in case of DDA Built-up Shops/Commercial Flats).	<input type="button" value="Choose File"/> No file chosen
6	Copy of Demand-cum-Allotment Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer.	<input type="button" value="Choose File"/> No file chosen
7	Copy of Possession Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer.	<input type="button" value="Choose File"/> No file chosen
8	Copy of lease deed/ Sub-lease deed/ Conveyana deed/ allotment letter / demand letter duly attested by Notary Public/Gazetted Officer.	<input type="button" value="Choose File"/> No file chosen
9	Copy ofPOA(s) alongwith copy Sale Agreement (Where application is made by attorney), duly attested by Notary Public/Gazetted Officer.	<input type="button" value="Choose File"/> No file chosen
10	Details of ground rent	<input type="button" value="Choose File"/> No file chosen
11	In case of mutatee, the copy of mutation letter issued by the DDA duly attested by the Notary Public/Gazetted Officer.	<input type="button" value="Choose File"/> No file chosen
12	In case of society, NOC for conversion of the flat into free hold/mutation issues by society in original with specific plinth area of the flat/plot (also stating in favour of allottee/GPA & agreement	<input type="button" value="Choose File"/> No file chosen
13	In the case of Partnership firm, Chain of partnership deeds, Dissolution/Retirement Deeds	<input type="button" value="Choose File"/> No file chosen
14	In the cases of allotment on Hire Purchase basis, copy of the No Dues Certificate, or copies of all the challans vide which the payment of premia, initial deposit & monthly installments etc. had been	<input type="button" value="Choose File"/> No file chosen
15	Indemnity Bond from GPA holder and Indemnity Bond from Agreement to Sell holder duly attested by Notary Public/1st Class Magistrate.	<input type="button" value="Choose File"/> No file chosen
16	Indemnity Bond from the allottee/mutatee duly attested by Notary Public/1st Class Magistrate	<input type="button" value="Choose File"/> No file chosen
17	NOC from Society (If required)	<input type="button" value="Choose File"/> No file chosen
18	NOC from the mortgagee (in case the property is mortgaged) duly attested by the Notary Public/Gazetted Officer.	<input type="button" value="Choose File"/> No file chosen
19	Other documents, if any.	<input type="button" value="Choose File"/> No file chosen
20	Proof of Physical Possession of the person in whose name the conversion is sought viz., copy of anyone of the following:- Passport/Voter I-D Card/Elect. Bill/Water Bill/House Tax receipt/Ration Card	<input type="button" value="Choose File"/> No file chosen
21	Resolution of company authorizing the applicant to get the property converted into freehold on behalf of the Company (In the case of Private Limited Company)	<input type="button" value="Choose File"/> No file chosen
22	Shareholding details duly certified by the Chartered Accountant (In the case of Private Limited Company)	<input type="button" value="Choose File"/> No file chosen
23	Undertaking for payment of difference of provisional conversion, charges if any duly attested by Notary Public/ 1st Class Magistrate	<input type="button" value="Choose File"/> No file chosen
24	Undertaking from allottee/mutatee duly attested by Notary Public/1st Class Magistrate	<input type="button" value="Choose File"/> No file chosen

Uploaded documents should be kept preserved by the applicant for verification, if required. Application may not be accepted in case of non-uploading of the complete and clear scanned copies of originals documents.