

- **Process of applying fresh e-mutation application under IDLI System:**

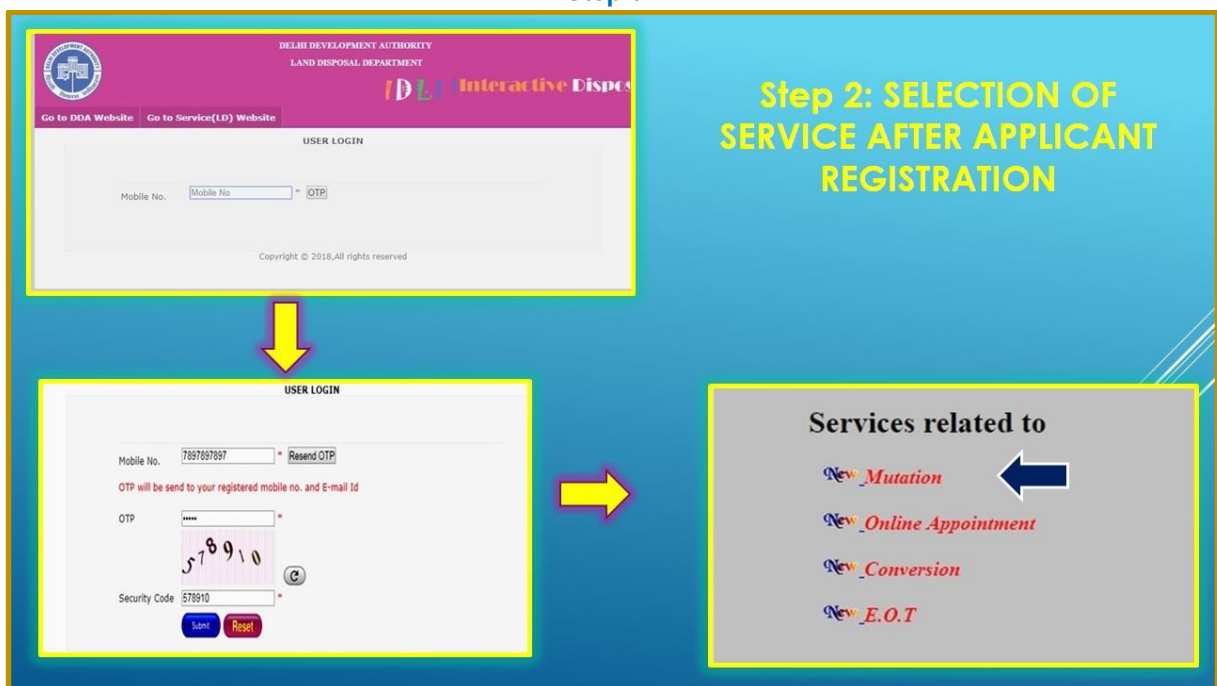
Step 1:



Step 2:



Step 3:



Step 4:

Step 3: Mutation Application Form

Step 5:

Step 4: Uploading of documents

Upload Document

Note: **Please get ready scanned copies of the following documents for uploading online. Only .Pdf format will be accepted.**

Guidelines for Transfer/Mutation Documentation

Uploading of Documents

Sr. No	Document Name	Select
1	Aadhar Card	<input type="button" value="Choose File"/> No file chosen
2	Affidavit	<input type="button" value="Choose File"/> No file chosen
3	CIN status of the company from the website of MOCA.	<input type="button" value="Choose File"/> No file chosen
4	Certificate from Chartered Accountant showing details of change in Director(s)/Shareholder(s) of for Ltd. or Pvt. Ltd. and shares from date of application to date of request for Change in Constitution.	<input type="button" value="Choose File"/> No file chosen
5	Certified copy of the "Will" left by the allottee/lessee/sub-lessee.	<input type="button" value="Choose File"/> No file chosen
6	Chain of partners/Chain of transfer of shares	<input type="button" value="Choose File"/> No file chosen
7	Copy of "D" form/completion Certificate duly attested	<input type="button" value="Choose File"/> No file chosen
8	Death Certificate in Original	<input type="button" value="Choose File"/> No file chosen
9	Dissolution Deeds, if any	<input type="button" value="Choose File"/> No file chosen
10	ID proof of incoming Director/ Shareholders duly signed by him/her	<input type="button" value="Choose File"/> No file chosen
11	In case the "Will" is unregistered NOCs from all the class I legal heirs for mutation in favour of legatee	<input type="button" value="Choose File"/> No file chosen
12	Indemnity Bond	<input type="button" value="Choose File"/> No file chosen
13	NOC from the society (In case of a Society plot)	<input type="button" value="Choose File"/> No file chosen
14	NOC or redemption deed	<input type="button" value="Choose File"/> No file chosen
15	One photograph & Three Specimen Signatures of mutatee duly attested by Class I Gazetted Officer/ 1st class Magistrate	<input type="button" value="Choose File"/> No file chosen
16	Other Documents	<input type="button" value="Choose File"/> No file chosen
17	PAN Card of Applicant/es	<input type="button" value="Choose File"/> No file chosen
18	Partnership Deeds	<input type="button" value="Choose File"/> No file chosen
19	Proof of relationship	<input type="button" value="Choose File"/> No file chosen
20	Registered Adoption Deed	<input type="button" value="Choose File"/> No file chosen
21	Registered Indemnity Bond from incoming Partner/Director	<input type="button" value="Choose File"/> No file chosen
22	Registered Release Deeds (During life time, after registration of Lease deed)	<input type="button" value="Choose File"/> No file chosen
23	Relinquishment Deed(Duly Registered)	<input type="button" value="Choose File"/> No file chosen

Uploaded documents should be kept preserved by the applicant for verification, if required. Relinquishment Deed shall be submitted in original, whenever asked to submit. Application may not be accepted in case of non-uploading of the complete and clear scanned copies of originals documents.

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- Process of re-apply e-mutation application under IDLI System in case of rejection due to requisite documents/information:

Step 1:

DELHI DEVELOPMENT AUTHORITY
(LAND DISPOSAL DEPARTMENT)

Interactive Disposal of Land Information System

Go to DDA Website | Home

Registration Form

All * Fields Required
सभी * फ़ील्ड भरने आवश्यक

Applicant Details

Title *
-Select-

Name of Applicant *

Father's Name of Applicant *

Address of Applicant *

Aadhaar no. *

Mobile No. *

Email Id *

Select Type of Property *
--Select--

Branch *

Note:- Please fill all details carefully. You can't make any changes after submission.

Submit Reset

[Already Registered? Click Here...](#)

[Re-Apply \(For rejection Cases\)...](#)

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Step 2:

DELHI DEVELOPMENT AUTHORITY
(LAND DISPOSAL DEPARTMENT)

Go to DDA Website | Home

Registered User

Request ID UID No. *

Mobile No. Mobile No. * OTP

Reapply rejected cases with same Request ID and Mobile Number

[Not Registered? Click Here...](#)

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