

Commercial Services

Sr No.	Services List	Delivery Time (In Days)
1	Mortgage Permission Document Check List <ol style="list-style-type: none"> 1 Application for mortgage permission on plan paper 2 Sanction/intimation letter of concerned bank.(scanned and show originals) 3 challan copy of mortgage processing fess Rs. 1000/- (scanned and show originals) 	7
2	Mortgage Permission O.C Commercial Allottee for their shop byer commercial Document Check List <ol style="list-style-type: none"> 1 Application for mortgage permission/N.O.C on plan paper. (scanned and show originals) 	7
3	Change of Address Document Check List <ol style="list-style-type: none"> 1 Application for change of address on prescribed format with ROC address change proof. (scanned and show originals) 	3
4	Change of Address for Sub-Lessee Document Check List <ol style="list-style-type: none"> 1 Application for change of address on prescribed format of authority 	3
5	No Dues certificate Document Check List <ol style="list-style-type: none"> 1 Application for no dues 2 Copy of challan of deposited amount. (scanned and show originals) 	5
6	Transfer of Sublease Office Space Document Check List <ol style="list-style-type: none"> 1 T. M. Application form (which is available from bank) 2 No Objection Certificate from concerned builder 3 No Dues Certificate from concerned builder/maintenance agency 4 Mortgage N.O.C from bank (if property is mortgaged) 5 Challan Copy of paid Transfer charges & Processing fees as mentioned in T.M. Form (scanned and show originals) 6 Affidavit by Transferor and Transferee on Rs. 10/- non judicial stamp paper attested by notary 7 ID & address proof of Transferor and Transferee. 8 Occupancy certificate (in case of plot). Otherwise challan copy of paid late construction penalty 	7

7	<p>Transfer/Mutation of sublease office space on Death of the allottee</p> <p>Document Check List</p> <ol style="list-style-type: none"> 1 Application for mutation on prescribed format with photo & signature 2 NOC of all legal heirs on stamp paper of Rs. 10/- duly attested by notary public. (scanned and show originals) 3 Certified copy of Death Certificate. (scanned and show originals) 4 Copy of ID proof of legal heirs. 5 Indemnity Bond on stamp paper of Rs. 100/- duly attested by notary public. (scanned and show originals) 6 Challan copy of Rs. 1000/- processing fees. 7 Photographs and signature of both bonfide allottee and co-allottee certified by banker. 	7
8	<p>Time Extension for Lease Deed</p> <p>Document Check List</p> <ol style="list-style-type: none"> 1 Request letter on plan of paper 	20
9	<p>Time Extension for Construction</p> <p>Document Check List</p> <ol style="list-style-type: none"> 1 Request letter on plan of paper 2 Copy of challan of deposited construction penalty. (scanned and show originals) 	5
10	<p>One Time Payment</p> <p>Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter for one Time Payment 2 Challan Copy of payment made to Gnida 3 Self-attested bank challan Copy 	20
11	<p>Joint Name</p> <p>Document Check List</p> <ol style="list-style-type: none"> 1 ID Proof & Address Proof 2 AFFIDAVIT OF RS. 10+10 3 PROCESSING FEES 	15
12	<p>Lease Deed Execution</p> <p>Document Check List</p> <ol style="list-style-type: none"> 1 Challan Copy of all paid amounts against premium. (scanned and show originals) 2 Challan Copy of Paid Lease Rent & Paid documentation charges (scanned and show originals) 3 Stamp paper(original) according checklist 4 05 Attested photographs of the authorized signatory of the allottee company/SPC attested by Gazetted Officer or nationalized Bank. Two attested signature of the authorized signatory of the allottee company duly attested by a Gazetted Officer or nationalized Bank (scanned and show originals). 5 Board Resolution of the Company/SPC authorizing the person to sign the lease deed on behalf of the company and take possession of the allotted plot (scanned and show originals) 6 Memorandum & Articles of Association & CA Certified Shareholders/Directors List. 	30

13	<p>Sub-Lease Deed of office/shops Buyers(Sub-Lease) Document Check List</p> <ol style="list-style-type: none"> 1 Sub-Lease deed of individual Office/Shop buyer shall be executed on Authority approved format after signed by concerned builder and sub-allottee of builder. 2 Copy of allotment letter of Sub-allottee, ID proof and GPA (if executed by GPA). (scanned and show originals) 	3
14	<p>Change in Constitution (CIC) Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter 	15
15	<p>Change in Shareholders/Trustees Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter 	15
16	<p>Issue of Functional Certificate Document Check List</p> <ol style="list-style-type: none"> 1 1. Application 2 3. Electricity consumption bills 3 4. Certified Copy of Lease Deed/Transfer Deed/Sale Deed as applicable 4 2. Affidavit showing that below mentioned percentage 	30
17	<p>Surrender of Plot/Flat Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter 2 Allotment Letter & Registration Form 	20
18	<p>Restoration of Allotment Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter 	30
19	<p>Calculation/verification/updates of deposits Document Check List</p> <ol style="list-style-type: none"> 1 Request letter 	30
20	<p>Issue of Duplicate Papers Document Check List</p> <ol style="list-style-type: none"> 1 DOCUMENT ALONG WITH COPY OF F.I.R OF LOST DOCUMENTS 2 AFFIDAVIT & PHYSICAL VERIFICATION 3 APPLICATION FOR ISSUE OF DUPLICATE 	20
21	<p>Rent Permission Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter 	30
22	<p>Reschedulement of Payment Document Check List</p> <ol style="list-style-type: none"> 1 Request letter 	30

23	Mortgage Permission to builder ‘sub- lessee/sub-allottee Document Check List 1 Application for mortgage permission on plain paper. 2 Sanctioned Letter of concerned Bank. 3 Mortgage Processing Fees Rs.1000/-	5
24	Refund of Excess Amount Document Check List 1 Request Application	30