

FORM I

A PPLICATION FORM FOR PERMISSION TO SALE AFTER CONVEYANCE DEED (N.O.C.)

PLOT NO/HOUSE NO/SITE NO.....SECTOR/PHASE
SIZE/CATEGORY.....
Residential/Commercial

1. Name of Owner:
2. Name of Father/Husband:
(Of owner)
3. Permanent Address (of owner)
(TELEPHONE NO.)
4. A. Name of GPA with full address:
(if applicable)
B. No. & date of issue of GPA
C. Place where GPA is registered
5. a) Name of Sub Attorney with full Address:
(if applicable)
b) No. & date of issue of Sub Attorney:
c) Place where Sub Attorney is registered:
6. Correspondence Address:
(of applicant)
7. Allotment/Re-allotment Letter No.....Dated.....
8. In case of plots:
 - a) Whether vacant or constructed
(Tick whichever is applicable)
 - b) Mention year up to which extension
Fee has been paid _____
9. Name & Address of transferee/purchaser
10. Date of execution of Conveyance Deed:
11. Details of Deposits:
Process Fee Rs..... Bank Draft No. Dated
Drawn on
12. Whether the following documents attached:
 - i) Affidavit of transferor/seller(Page 2,3)
 - ii) Affidavit of transferee/Purchaser (Page 4)
 - iii) Indemnity Bond(Page 5)
 - iv) Affidavit of transferee regarding building
Byelaws violations (Page 6)
 - v) Certified copy of GPA and Sub-Attorney
(if applicable)

(1-10)

- vi) Certificate regarding no dues till date
(including extension fee)
- vii) Copy of Conveyance Deed
(Certified copy)
- viii) NOC of mortgage (if applicable)

APPLICANT (TRANSFEROR)

Certified that all information furnished in this form is true to the best of my/our knowledge.

APPLICANT (TRANSFEROR)

NOTE: NOC is valid for 180 days from the issue of letter

The text and format of this form can be changed any time with the
Change in policy matters.

(2-10)

(Specimen of Affidavit to be furnished by Transferor (Allottee) on Non-Judicial stamp paper of Rs. 15/- alongwith Passport size Photograph pasted on the affidavit and duly attested by Executive Magistrate or Magistrate First Class)

AFFIDAVIT

I/We _____ S/o D/o W/o Sh. _____
R/o _____ aged _____ years do hereby solemnly affirm
and declare as under:-

- 1) That plot/site/house No. _____ Phase _____ measuring sq. yds. at Urban Estate _____ was allotted/transferred to me _____ S/o _____ R/o _____ on _____ at the tentative price of Rs. _____ .
- 2) That all dues of the plot/site/house up to date _____ have been paid to PUDA.
- 3) That I/we want to transfer/sell the said plot/site/house to Sh. _____ S/o _____ R/o _____ .
- 4) That I/we am/are legally empowered to transfer/sell the said plot/site/house and that there is no stay order of any court or litigation of any kind involving PUDA pending in any Court of Law, regarding the transfer/sale of the above said plot/site/house.
- 5) That plot/site/house is free from mortgage.

Or

The plot/site/house is mortgaged to _____ and NOC from the Mortgage is attached.

DEPONENT(S)

VERIFICATION:

Verified that the contents of paras No. 1 to 5 of above affidavit of mine/ours are true and correct to the best of my/our knowledge and belief. No part thereof is false and nothing has been concealed therein.

DEPONENT(S)

PLACE:

DATE:

DEPONENT(S)

(Specimen of Affidavit from purchaser/Transferee on non judicial stamp paper worth Rs. 15/- alongwith Passport Size Photograph duly attested by Executive Magistrate or Magistrate First Class).

AFFIDAVIT

I/We _____ S/o D/o W/o Sh. _____
Aged _____ years, R/o _____ do hereby solemnly
affirm and declare as under:

- 1) That I/we have agreed to purchase/get transferred plot/house/Commercial Site No. _____ situated in Sector/Phase _____ at _____ from its owner Sh./Smt. _____ R/o _____ (through his GPA/SPA) Sh./Smt. _____ (if applicable).
- 2) That after the property is transferred in my/our name, I/we or my/our legal heirs, assigns & successors shall abide by the provisions of the Punjab Regional & Town Planning & Dev. Act, 1995 and the rules, byelaws framed thereunder, as amended from time to time and the conditions of the allotment.
- 3) That I/we or my/our legal heirs, assigns & successors shall pay additional price, extension fee and other dues, if any, in respect of the said Plot/House/Site as and when demanded by the Estate Officer irrespective of the execution of conveyance deed/sale deed. In case of failure on my/our part to pay the final/additional price and extension fee or other dues to the Estate Officer the Competent Authority may resume the said plot/house/site.
- 4) That I/we shall construct the building on the plot/site within the stipulated period, in accordance with the sanctioned building plan (if applicable) failing which I shall pay extension fee as determined by PUDA.
- 5) That I/we shall not make any additions/alterations in the said property without prior approval of the Estate Officer, PUDA.
- 6) That I/we shall not use the said property for any purpose other than the purpose for which it has been allotted.
- 7) That I/we shall execute Hire Purchase Agreement within _____ days from the date of issue of permission to transfer/NOC (in case of House only)
- 8) That I/we shall not hold the Estate Officer responsible for any loss/damage caused to me/us at any later stage due to the transfer made/NOC issued by the Estate Officer on the basis of the documents submitted for the purpose.

DEPONENT (S)

VERIFICATION:

Verified that the contents of Paras No. 1 to 8 of above affidavit of mine/ours are true and correct to the best of my/our knowledge and belief. No part thereof is false and nothing has been concealed therein.

DEPONENT (S)

PLACE:

DATE:

(Specimen of Affidavit to be furnished by Transferor (GPA/Sub Attorney) on non judicial stamp paper of Rs. 15/- alongwith Passport Size Photograph pasted on it and duly attested by Executive Magistrate or Magistrate First Class).

AFFIDAVIT

I/We _____ S/o D/o W/o Sh. _____ R/o _____ aged _____ years do hereby solemnly affirm and declare as under:-

1. That plot/site/house No. _____ Phase _____ measuring _____ sq. yds. at Urban Estate _____ was allotted/transferred to Sh. _____ S/o _____ R/o _____ on _____ at the tentative price of Rs. _____
2. That all dues of the plot/site/house up to date _____ have been paid to PUDA.
3. That I/we _____ S/oD/oW/o _____ R/o _____ hold the General Power of Attorney No. _____ Dated _____ registered in the office of Sub Registrar _____ for the said plot/site/house on behalf of Shri/Smt. _____ S/o _____ R/o _____ which he/she has neither revoked nor cancelled.
4. That I/we _____ S/o D/o W/o _____ R/o _____ hold Sub Attorney No. _____ dated _____ registered in the office of Sub Registrar _____ for the said plot/site/house on behalf of GPA holder Shri/Smt _____ S/o _____ R/o _____ which he/she has neither revoked nor cancelled (if applicable).
5. That Shri/Smt. _____ S/o D/o W/o _____ who executed the General Power of Attorney is still alive and GPA holder Shri/Smt. _____ S/oD/oW/o _____ who executed the Sub-Attorney is also still alive (whichever is applicable).
6. That I/we want to transfer/sell the said plot/site/house to Shri/Smt _____ S/oD/oW/o _____ R/o _____
7. That I/we am/are legally empowered to transfer/sell the said Plot/Site/House and that there is no stay order of any Court or litigation of any kind pending in any Court of law regarding the transfer/sale of the above said Plot/Site/House.
8. That Plot/Site/House is free from mortgage and other encumbrances OR That Plot/Site/House is mortgaged to _____ and N.O.C. from the mortgage is attached.

DEPONENT(S)

VERIFICATION:

Verified that the contents of paras No. 1 to 8 of above affidavit of mine/ours are true and correct to the beat of my/our knowledge and belief. No part thereof is false and nothing has been concealed therein.

DEPONENT(S)

Place:

Date:

(5-10)

(Specimen of Indemnity Bond to be submitted by Transferee/Purchaser on Non-Judicial Stamp Paper of Rs. 15/- alongwith Passport Size Photograph pasted on it and duly attested by Executive Magistrate)

INDEMNITY BOND

This indemnity bond is executed at _____ on this _____ day of _____ (month) _____ (Year) by _____ S/oD/oW/o _____ R/o _____ aged _____ years.

Whereas I/We, the above said executant(s) of this bond have agreed to purchase Plot/House/Commercial Site No. _____ Urban Estate _____ measuring _____ owned by Shri _____ S/o D/o W/o _____ R/o _____.

Therefore, I/We, the above named executant(s) of this bond in the capacity as transferee/purchaser(s) of Plot/Site/House No. _____ hereby declare that before entering into agreement with the seller. I/We have satisfied myself/ourselves about the title of the property and about the genuineness of the seller, who is/are still alive. I have also satisfied myself about the documents of GPA/Sub-GPA which are still valid and are duly executed by original owner/GPA holder and have not been cancelled/revoked till date. In case any damaged/claim/dispute arises in respect of the property at any later stage because of the genuineness of the above said transaction of the transfer, then I/We shall at all times indemnify and keep harmless the Estate Officer, PUDA _____ from all disputes/claims/damages & actions & proceedings taken against him, and the Estate Officer, PUDA _____ or any of his officials shall be entitled to make good all such damages/claims/losses from me/us and from my/our legal heirs, assigns and successors or from the above said property which is now being transferred in my/our names and in that event I/We shall have no objection to any action of the Estate Officer PUDA _____ including cancellation/resumption of this property.

In witness whereof I/We have put my/our hands on this bond on the day, month and year first above mentioned in the presence of the witnesses.

EXECUTANT(S)

WITNESSES:

1. _____
2. _____

(6-10)

(Specimen of Affidavit from purchaser/Transferee on non judicial stamp paper worth Rs. 15/- alongwith Passport Size Photograph duly attested by Executive Magistrate or Magistrate Ist Class in case of violations of building byelaws).

AFFIDAVIT

I/We _____ S/o D/o W/o _____ aged _____
years _____ R/o _____ do hereby solemnly affirm and declare as
under:-

1. That after the property is transferred in my/ours name(s), I/we or my/our legal heirs, assigns & successors shall abide by the provisions of the Punjab Regional & Town Planning & Dev. Act, 1995 and the rules, bye laws framed there under or amended from time to time and the conditions of allotment.
2. That I/we shall be liable to pay the required compounding fee in regard to all the compoundable violations and will demolish/alter the non-compoundable violations, which are existing in the building to bring it in accordance with the approved building plan.

DEPONENT(S)

VERIFICATION :

Verified that the above statement is true and correct to the best of my/our knowledge and belief and nothing has been concealed therein.

DEPONENT(S)

Place :

Date :

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

All payments should be made by a bank draft only, drawn in favour of Estate Officer, PUDA payable at _____

The processing charges for issue of NOC will be as under:-

Residential plots/Houses : Rs. 1000/-

Commercial Plots : Rs. 2000/-

Rate of Extension fee for non-construction.

(Non-construction means that completion/occupation certificate has not been obtained).

A. FOR RESIDENTIAL PLOTS:

| PERIOD | Extension fee for the year ending on 31st December | | | | | | |
|--|--|-------------|---------------|--------------------------------|---------------|-------------|--------------------------|
| | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 |
| Allotment made before Dec. 1989 | 2% | 2% | 2.5% | No extension beyond 31-12-2000 | | | |
| Allotment made in 1989 where period Of 8 years expires on 31.12.97 | 2% | 2% | 2.5% | No extension beyond 31.12.2000 | | | |
| Allotment made in 1990 where period Of 7 years expires on 31.12.97 | 2% | 2% | 2.5% | No extension beyond 31-12-2000 | | | |
| Allotment made in 1991 where period Of 6 years expires on 31.12.97 | 2% | 2% | 2.5% | No extension beyond 31.12.2001 | | | |
| Allotment made in 1992 where period Of 5 years expires on 31.12.97 | 2% | 2% | 2.5% | No extension beyond 31-12-2002 | | | |
| Allotment made in 1993 where period Of 4 years expires on 31.12.97 | 2% | 2% | 2.5% | 2.5% | 2.5% | 3% | No extension beyond 2003 |
| Allotment made in 1994 where period Of 3 years expires on 31.12.97 | 2% | 2% | 2.5% | 2.5% | 2.5% | 3% | 3% |
| Allotment made in 1995 and Thereafter year | 2% (Ist yr) | 2% (2nd yr) | 2.5% (3rd yr) | 2.5% (4th yr) | 2.5% (5th yr) | 3% (6th yr) | 3% (7th yr) |

Note: Percentage rate to be calculated on the prevailing allotment price. (This rate is subject to change from time to time as per policy)

B. FOR COMMERCIAL PLOTS:

| PERIOD | Extension fee for the year ending on 31st December | | | | | | |
|---|--|----------------|------------------|--------------------------|------------------|--------------------------|--------------------------|
| | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 |
| Allotment made before Dec. 1989 | 2% | 2% | 2.5% | No extension beyond 2000 | | | |
| Allotment made in 1989 where period Of 8 years expires on 31.12.97 | 2% | 2% | 2.5% | No extension beyond 2000 | | | |
| Allotment made in 1990 where period Of 7 years expires on 31.12.97 | 2% | 2% | 2.5% | No extension beyond 2000 | | | |
| Allotment made in 1991 where period Of 6 years expires on 31.12.97 | 2% | 2% | 2.5% | No extension beyond 2001 | | | |
| Allotment made in 1992 where period Of 5 years expires on 31.12.97 | 2% | 2% | 2.5% | 2.5% | 2.5% | No extension beyond 2002 | |
| Allotment made in 1993 where period Of 4 years expires on 31.12.97 | 2% | 2% | 2.5% | 2.5% | 2.5% | 3% | No extension beyond 2003 |
| Allotment made in 1994 where period Of 3 years expires on 31.12.97 | 2% | 2% | 2.5% | 2.5% | 2.5% | 3% | 3% |
| Allotment made in 1995 and Thereafter year | 2% (1st yr) | 2% (2nd yr) | 2.5% (3rd yr) | 2.5% (4th yr) | 2.5% (5th yr) | 3% (6th yr) | 3% (7th yr) |

Note: i) Extension fee is chargeable on the auction price in case of commercial sites.

Note: ii) Rates on the percentage basis to be calculated on the auction price of plot.

Note: iii) Rate of extension fee w.e.f. 1.1.1988 to 31.12.1997 applicable as per policy revised from time to time.

Note: iv) However where the three years period for completing the construction has already expired on 31.12.1987 the extension fee will be applicable w.e.f. 1.1.1988.

FOR OFFICE USE

Application of Shri/Smt. _____ for permission to self Plot/Site/House
No. _____ Sector/Phase _____ has been checked and documents
at Sr.No. _____ have been received. Payment of Rs. _____ vide receipt No.
_____ has also been received.

(Signature)
Assistant(S.W.S.)
Date:

ACKNOWLEDGEMENT SLIP

Application received for NOC of Plot/Site/House from Sh./Smt. _____
GPA/Sub GPA/SPA (if applicable) of Sh./Smt. _____ in respect of
Plot/Site/House No. _____ Sector/Phase _____ on _____ File
No. _____ and a sum of Rs. _____ vide receipt No. _____ has been
received. The applicant may contact the Estate Office on _____ to collect the documents
otherwise the documents will be despatched by post on _____

Signature of Diary Clerk

