

IT & Biotech Services

| Sr No. | Services List | Delivery Time (In Days) |
|--------|--|-------------------------|
| 1 | Mortgage Permission Document Check List 1 Application for mortgage permission on plan paper. 2 Sanctioned Letter of concerned bank (scanned and show originals) 3 Challan copy of Mortgage Processing Fees Rs. 1000/- (scanned and show originals) | 15 |
| 2 | Mortgage Permission Cancel/Withdrawal Document Check List 1 ORIGINAL MORTGAGE LETTER ISSUED BY GNIDA 2 NO DUES CERTIFICATE OF THE BANK. | 7 |
| 3 | Change of Address Document Check List 1 Application for change of address on prescribed format with ROC address change proof. (scanned and show originals) | 3 |
| 4 | Change of Address Sub-Lease Document Check List 1 Application for change of address on prescribed format of authority. | 3 |
| 5 | No Dues certificate Document Check List 1 Application for no dues 2 Copy of Challan of deposited amount. (scanned and show originals) 3 Application along with proof of payments made to GNIDA | 15 |
| 6 | Transfer of Property Document Check List 1 T. M. Application form (which is available from bank) 2 No Objection Certificate from concerned allottee 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 | 15 |

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| 7 | <p>Mutation (Death Case) 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. | 60 |
| 8 | <p>Time Extension for Lease Deed Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter | 20 |
| 9 | <p>Time Extension for Construction Document Check List</p> <ol style="list-style-type: none"> 1 Request letter on plan paper 2 Copy of Challan of deposited construction penalty. (scanned and show originals) | 15 |
| 10 | <p>One Time Payment Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter | 15 |
| 11 | <p>Joint Name Document Check List</p> <ol style="list-style-type: none"> 1 ID Proof & Address Proof 2 Affidavit 3 Request Letter | 15 |
| 12 | <p>Lease Deed Execution 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 5 company duly attested by a Gazetted Officer or nationalized Bank (scanned and show originals). 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. 7 | 45 |

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| 13 | <p>Sub-Lease Deed of Flat/office/shops Buyers(Sub-Lease) Document Check List</p> <p>Sub-lease deed of individual flat buyer shall be executed on authority</p> <ol style="list-style-type: none"> 1 approved format after signed by concerned I.T. Allottee and sub-allottee of I.T. 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 List of Shareholders/Trustee CIS Charges(if) 2 Memorandum Article copy | 20 |
| 15 | <p>Change in Shareholders/Trustees Document Check List</p> <ol style="list-style-type: none"> 1 List of Shareholders/Trustee Charges(if) 2 List of director | 15 |
| 16 | <p>Mortgage Permission Document Check List</p> <ol style="list-style-type: none"> 1 Application for mortgage on permission on prescribed format of authority. 2 Sanction/intimation Letter of concerned bank. (scanned and show originals) 3 Copy of registered sub-lease & Challan copy of processing fees Rs. 1000/- (scanned and show originals) | 5 |
| 17 | <p>Calculation/verification/updates of deposits Document Check List</p> <ol style="list-style-type: none"> 1 Request letter | 30 |
| 18 | <p>Issue of Duplicate Papers Document Check List</p> <ol style="list-style-type: none"> 1 APPLICATION FOR ISSUE OF DUPLICATE 2 DOCUMENT ALONG WITH COPY OF F.I.R OF LOST DOCUMENTS 3 AFFIDAVIT & PHYSICAL VERIFICATION | 15 |
| 19 | <p>Rent Permission Document Check List</p> <ol style="list-style-type: none"> 1 Stamp paper (original) according checklist 2 Request Letter | 20 |
| 20 | <p>Reschedulement of Payment Document Check List</p> <ol style="list-style-type: none"> 1 Request letter | 30 |
| 21 | <p>Refund of Excess Amount Document Check List</p> <ol style="list-style-type: none"> 1 Request Application | 30 |