

CHECK LIST FOR REGISTRATION OF HOUSING SOCIETY

- 1) Application in Form "A" (Specimen enclosed)
- 2) Resolution authorizing Chief Promoter to act on behalf of promoters.
- 3) Project Report of the proposed Society.
- 4) Declaration about nationality and non-possession of accommodation.
- 5) 4 Copies of bye laws duly signed by Promoters/Persons of different family members.
- 6) Agreement for purchase of land duly registered with the Sub-Registrar of Assurance or Attested by Notary.
- 7) List of promoters indication the amount contributed towards Entrance Fee, Share Capital, Cost of land and cost of building if any as per the proposed project report of the society.
- 8) List of promoters who have joined for allotment of commercial premises.
- 9) Legal opinion regarding the title of the property proposed to be acquired.
- 10) Bank Balance Certificate from Daman and Diu State Co-op. Bank Ltd., after obtaining necessary permission from the Registering Authority.
- 11) Architect/Engineer's Certificate about estimated cost of flat & building and or number of flat/tenements which could be constructed on a particular plot of land as per the proposed project report of the society.
- 12) Copy of site plan in original of plot nos. issued by the Enquiry Officer, City Survey, Daman.
- 13) Copy of Form I & XIV of plot nos. issued by Mamlatdar/Talathi, of Daman District.
- 14) Plan and estimated of the proposed society duly signed by the architects & Int. designers.
- 15) Completion certificate of the building issued by the competent authority.

- 16) Assurance certificate for rising of funds to complete the proposed project of the society.
- 17) Certified copies of the Ration Cards in respect of the proposed members of the society.
- 18) Certified copies of Identity Cards in respect of the proposed members of the society issued by the competent authority.
- 19) Estimated income and expenditure statement of the proposed society.
- 20) Certificate of non-possession of a plot or accommodation House/Flat of the proposed members issued by the competent authority.
- 21) Detailed list of reservation of names of the proposed members of the society.
- 22) Confirmation letter from the District Town Planning Officer having jurisdiction over the area to effect that the land under reference in respect of which registration of the proposed Housing Co-op. Society is sought, is not reserved for any purpose in the Development Plan of such local authority.
- 23) Confirmation letter from the District Town Planning Officer that the land in question of the proposed society is in Residential Zone.
- 24) Information/Proforma for bio-date of each Promoters of the proposed Housing Co-op. Society (Specimen enclosed).
- 25) Any other documents as specified under the proposed byelaws of the society.

