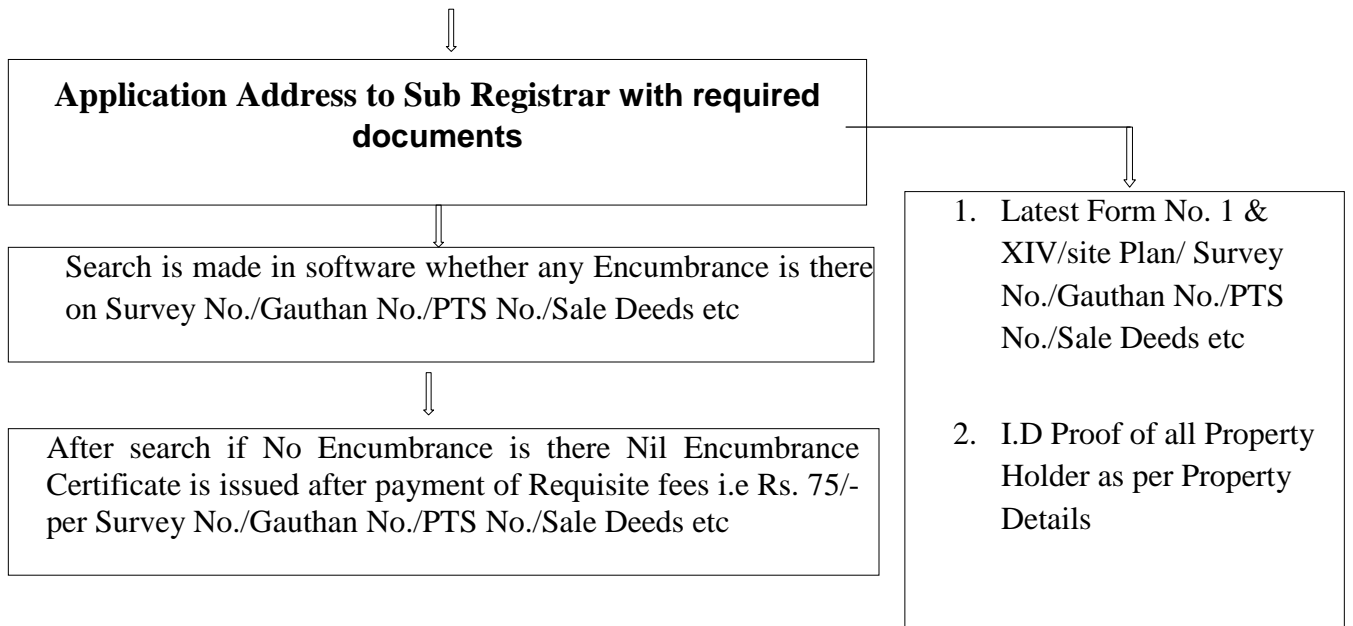


## Flow chart for Issue of Nil Encumbrance Certificate (offline)



### Check list for Nil Encumbrance Certificate

1. Latest, Form No. 1 & XIV of Survey No from Mamlatdar, Daman
2. If PTS No./Property Card/ Gauthan No. from Enquiry Office City Survey, Daman
3. Site plan from Enquiry Office City Survey, Daman.
4. If Flat Sale Deed Copy.
5. I.D Proof of all Property Holder as per Property Details

### Fees Structure

Rs. 75/- per Survey No./Gauthan No./PTS No./Sale Deeds etc

From:- <Name & Address of applicant>

Dated: / /2023

To,  
The Civil Registrar –cum- Sub Registrar,  
Daman.

**Sub: - Regarding issuing Nil Certificate of Encumbrance for the purpose of**

\_\_\_\_\_.

Madam/Sir,

I, the undersigned kindly request your good self to issue the Nil Certificate of Encumbrance in respect of my property bearing **<Detail of Property> like** **Survey**  
**No./Gauthan No./PTS No./Shop No./Flat No. etc**\_\_\_\_\_ **admeasuring**  
\_\_\_\_\_ **Square** **Meter,**

Situated at Village <City/Village/Moti Daman/Nani Daman, Daman.

The boundaries are as under:-

Towards the East :-\_\_\_\_\_

Towards the West:-\_\_\_\_\_

Towards the North:-\_\_\_\_\_

Towards the South:-\_\_\_\_\_

The said certificate is required to be submitted before the concerned authority (**<Purpose>**)

Yours faithfully,

\_\_\_\_\_

Enclosed./Checklist

1. I.D Proof of all Property Holder as per Property Details
2. Latest Form No. 1 & XIV/site Plan/ Survey No./Gauthan No./PTS No./Sale Deeds etc

**DECLARATION/UNDERTAKING**

I, the undersigned the Declarant, Shri/Smt \_\_\_\_\_,  
Aged about \_\_\_\_\_ years, Indian National, Resident of House No. /Flat  
No. \_\_\_\_\_ Daman do hereby declare on oath as  
under:-

That I/we am/are an occupant, owner seized, possessed or otherwise well and  
sufficiently entitled to an immovable property bearing **<Detail of Property>** like  
**Survey No./Gauthan No./PTS No./Shop No/Flat No. etc**  
\_\_\_\_\_ **admeasuring \_\_\_\_\_ square meter,**  
situated at City/Village, Moti Daman/Nani Daman.

That I have applied to the Sub Registrar, Daman for obtaining Nil Certificate of  
Encumbrance on the said property for **<(Purpose)>**.

That I have never obtained any loan against the said property and no nay encumbrances,  
charges, lien on the said property and the above said property is free from any encumbrances,  
charge lien.

That this declaration is to be submitted in the Office of the Sub Registrar at Daman, for  
obtaining Nil Certificate of Encumbrances on the said property.

Whatever stated above in my Declaration is true to the best of my knowledge,  
information and belief and no part of it is false. I know that to make a false declaration is a  
criminal offence.

Place: - Daman  
Dated: / /2023

SELF ATTESTED AND  
SIGNED BY ME