

CHECKLIST FOR DOCUMENTS TO BE UPLOADED/VERIFIED BEFORE SUBMISSION (In Original) AT COUNTER FOR CONVERSION FROM LEASE HOLD TO FREE HOLD

S. No.	Documents/Contents
1.	Application for Conversion from Lease hold to Free Hold- Annexure- 1
2.	Affidavit duly attested by the Executive Magistrate or Notary Public regarding Building violation and misuse – Annexure-2
3.	Self-attested Photo identity Proof i.e. Aadhar Card/ Passport/Voter ID Card/Pan Card of lessee(s)/GPA/applicant
4.	Self attested copy of Occupation Certificate issued by the concerned authority.
5.	In case Conversion is applied through GPA/ SPA/Sub-GPA:- a) Attach certified copy of GPA/SPA/Sub-GPA. b) An Affidavit to the effect that (Annexure-3):- (i) The executant(s) of the GPA/SPA/Sub-GPA is/are still alive and the GPA/SPA Sub GPA executed by him/her/them has not been revoked/cancelled till date and it is still valid and operative. (ii) There is no underhand sale involved between the owner(s)/executant(s) of GPA/SPA/Sub-GPA and the GPA/SPA/Sub-GPA holder(s)/deponent(s). The GPA/SPA/Sub-GPA has not been executed to circumvent the provisions of The Indian Stamp Act 1899.
6.	In case of Partnership Firm:- a) Attested copy of Partnership Deed/s with chain of partners. b) Authorization letter in favour of Authorized Signatory/Partner to apply for Lease hold to free hold not later than 30 days- Annexure-4 . c) Copy of PAN of Firm
7.	In case of Limited Company/Private Limited Company:- Copy of Memorandum of Articles of Association, copy of resolution in favour of Authorized Signatory/Director to apply for Conversion from lease hold to free hold not later than 30 days- Annexure-5 . Copy of incorporation certificate, Form No. 32 Copy of PAN and TAN Card of the company duly attested by Notary Public.
8.	No Objection Certificate from the Mortgagee, if the plot stands mortgaged to any Bank/Corporation/Department/Financial Institution etc.
9.	Payment of Conversion fee in the mode of online payment / Demand Draft as intimated by the office.

- NOTE: 1** If any document is prepared/executed outside INDIA, such document needs to be submitted after getting the same EMBOSSSED from the O/o Finance Department, Chandigarh Administration.
- 2** Documents already available in Estate Office records need not be submitted afresh. Applicants may provide a self- attested/notarized copy or clearly indicate that the document already exists in Estate Office records.
- 3.** Fresh verified copies or originals to be submitted if required by law or where authenticity of photocopy is doubtful.
- 3.** False information or misrepresentation will lead to outright rejection of the application. Applicants will be required to apply afresh with complete documents as per the prescribed checklist.
- 4.** Notarized affidavits will be accepted in place of affidavits attested by Executive Magistrate, except where otherwise specifically required by law/policy.
- 5.** The Estate Office reserves the right to seek additional documents, if considered necessary, in exceptional cases.
- 6.** The application shall be finally processed/approved only after clearance of all such dues/charges and compliance of other deficiencies, if any."

Annexure-1

To

The Estate Officer,
U.T., Chandigarh.

Subject:- Conversion from Lease Hold to Free Hold in respect of property
bearing no._____, Sector-_____,
Chandigarh. (File No.)

Sir/Madam,

That the undersigned applicant(s)/lessee(s) of the above said
property. I/We intend for Conversion from Lease Hold to Free Hold in respect
of property bearing no.____, Sector-_____,
Chandigarh. Necessary documents as per checklist are annexed herewith.

I/ We are ready to pay the Conversion Charges in lump-
sum/instalments.

Kindly issue me/us the Conversion Letter in respect of the
captioned property from Lease Hold to Free Hold.

Thanking You, Dated-__
Yours Faithfully,

(Signature) Name

& Address

Annexure-2**AFFIDAVIT BY APPLICANT**

(On stamp paper worth Rs. 50/- and duly attested by Notary)

I/We, _____ Son/Wife/Daughter of
 _____ resident of
 _____, do hereby solemnly affirm and declare as
 under:-

1. That I/We am/are Lessee(s)/General Power of Attorney of Lessee(s) of _____
 Site/Plot/Property No. _____, Sector _____, Chandigarh, (File No. _____).
 2. That there is no unauthorized construction at the site which is not compoundable/sanctioned by the Chandigarh Administration as per plan approved by the Chandigarh Administration.
- Or
- That there is no unauthorized construction which is not covered by the Building Plans sanctioned by the Chandigarh Administration.
3. That the site is not being misused.
 4. There is no Misuse/building violation in the said property.
 5. That no dispute/litigation is pending in any court of Law with regard to the title/ownership of the said property and that the property is free from all sorts of encumbrances i.e. dispute, litigation, attachments, lien or mortgage etc.
 6. Site is not mortgaged.
 7. The site in question is not cancelled/resumed on any account.

Place:

Dated:

DEPONENT(S)

VERIFICATION:

I/We, the above named deponent, do hereby solemnly affirm and declare that the above statement of mine is true to the best of knowledge and belief and no part of it is false and nothing has been concealed therefrom. In case of concealment or misrepresentation, the deponent(s) shall be liable for legal action as per law, including provisions of the Bharatiya Nyaya Sanhita, 2023 and any other applicable law.

Place:

Dated:

DEPONENT(S)

Annexure-3

AFFIDAVIT

(On stamp paper worth Rs. 50/- and duly attested by Notary)

I/We, _____, s/o S/Sh. _____ r/o _____, Sector ____, Chandigarh, do hereby affirm and declare as under :-

1. That I/We are GPA/SPA of S/Sh. _____ S/o _____ in respect of _____% share of _____, Sector _____, Chandigarh and the said GPA was duly executed/Registered at Sr. No. _____ dated _____.
2. That the executants(s) of the GPA/SPA is/are still alive and the GPA/SPA executed by him/her/them has not been revoked/cancelled till date and it is still valid and operative.
3. That there is no under hand sale involved **between** the lessee(s)/owner(s)/executants(s) of GPA/SPA and the GPA/SPA holder(s)/deponent(s). The GPA/SPA has not been executed to circumvent the provisions of Indian Stamp Act 1899.

DEPONENT

VERIFICATION:-

It is certified that the information provided is true and correct to the best of my knowledge and nothing has been concealed therein. In case of concealment or misrepresentation, the deponent(s) shall be liable for legal action as per law, including provisions of the Bharatiya Nyaya Sanhita, 2023 and any other applicable law.

DEPONENT

(On the letter head of firm)

TO WHOMSOEVER IT MAY CONCERN

I/We hereby authorise Sh/Smt. _____ S/D/W/o _____ to
submit the documents for _____ on behalf of our firm M/s
_____. The specimen signatures of Sh. _____ are attested here
below:-

1. _____

2. _____

3. _____

**(Name and signature of Partners with
Seal)**

(On the letter head of Company)

BOARD OF RESOLUTION

I/We as Board of Directors hereby RESOLVE that the company has agreed to purchase/sell the property bearing No. _____, Sector _____, Chandigarh. Sh/Smt. _____ S/D/W/o _____, (director/authorised person) is hereby authorised to submit the documents on behalf of our company M/s _____.

The specimen signatures of Sh. _____ are attested here below :-

1. _____
2. _____
3. _____

(Name and signature of Directors with Seal)