

CHECKLIST FOR DOCUMENTS TO BE UPLOADED/VERIFIED BEFORE SUBMISSION (In Original) AT COUNTER FOR ISSUANCE OF NO DUE CERTIFICATE OF ESTATE OFFICE LOAN

S. No.	Documents/Contents
1.	Application form duly filled and signed by the owner(s)/applicant(s). Annexure-1
2.	A photocopy of photo identity proof of the applicant(s) i.e. Aadhar Card or PAN Card or Passport etc. (self attested)
3.	In case applied through GPA/ SPA/Sub GPA:- a) Attach a Certified copy of GPA/SPA/Sub GPA. b) Affidavit to the effect that (Annexure-2):- The executant(s) of the GPA/SPA/Sub GPA is/are still alive, the GPA/ SPA/Sub GPA executed by him/her/them has not been revoked/ cancelled till date and it is still valid and operative.
4.	In case of Partnership Firm:- a) Attested Copy of Partnership Deed. b) Authorization letter in favour of Authorized Signatory/partner to apply for No Due Certificate (Annexure-3).
5.	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 No Due Certificate (Annexure-4). Copy of PAN/TAN Card duly attested by Notary Public.

NOTE: 1 If any document is prepared/executed outside INDIA, such document needs to be submitted after getting the same EMBOSSED 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. 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.

ANNEXURE - 1

PROPERTY FILE NO.____

To

The Estate Officer, U.T.,
Chandigarh.

Subject:- Issuance of No-due Certificate of Estate Office Loan in respect of
property bearing No._____, Sector-
_____(____% share), Chandigarh (Loan File No.
_____)

) Sir/Madam,

That the undersigned applicant being owner to the extent of _%
share of the above said property intends to obtain No Due certificate in
respect of property bearing No.____, Sector-_____, Chandigarh
regarding Loan taken from the Estate Office.

Further, it is certified that the above said property is not
resumed on any account.

Kindly issue me the No Due Certificate of Estate Office Loan in
respect of above said property.

Thanking You, Dated-__

Yours Faithfully,
(Signature) Name

& Address

Annexure- 2**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

Annexure- 3**(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)**

Annexure- 4

(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)