

Execution of Conveyance Deed of Plot/Shed

The Conveyance Deed in respect of plots/sheds allotted by the Corporation can be executed in favour of the Allottees after payment of full cost of the plots/sheds including enhanced cost, if any and clearance of all other dues of the Corporation and after the allottee had taken physical possession of the plot. Further, at the time of execution of conveyance deed the allottee shall not be in violation of any of the terms & conditions of allotment and provisions of EMP-2015.

All the Allottees are advised to get the title of the plot/shed conveyed in their favour within six months of making full payment of the price of the plot. Further, in case of partnership firm/LLP/company, if there are any changes in the partners/shareholders, the allottee shall ensure approval of the same from the Corporation, as per applicable EMP, before applying for execution of conveyance deed.

A. Procedure

- i. The allottee shall apply to the concerned Estate Manager for execution of conveyance deed in his/her/its favour through on-line mode on the e-governance portal of the Corporation at www.hsiidcesewa.org.in using his login ID & password, provided by the concerned Field Office of the Corporation. A copy of the request on the prescribed format (Annexure-D-I) along with requisite documents shall be submitted to the concerned Estate Manager within 15 days of online application;
- ii. The Estate Manager shall examine the request & supporting documents and shall convey decision on the request within a period of ten working days advising the allottee to remove the deficiencies/visit his office within five working days with prior appointment for execution of conveyance deed as per format at Annexure-D/III and registration thereof with the concerned sub-registrar.

Documents required to be submitted by the allottees for execution of Conveyance Deed

A. Common documents for all allottees:

1. Stamp Duty payment certificate/stamp papers of the prescribed value (for the purpose of calculation of stamp duty, the cost of plot shall also include enhanced cost, if any).
2. Copy of PAN number of the allottee.
3. Address & Identity (with photo) proof of person(s) executing the conveyance deed (Voter I card, driving license, passport etc.).

4. Undertaking on NJSP of Rs.20/- duly attested by Notary Public/Executive Magistrate First Class as per format at Annexure-D/II
 5. 3 no. site plan on tracing cloth
- B. In case of Partnership Firm/LLP:
1. In case of Partnership Firm/LLP, if only one partner has approached for execution of conveyance deed in favour of the firm, authorization letter from other partners in his/her favour along with a self-certificate that there are no changes in the partners of the firm since the date of allotment or change in constitution, as the case may be. Further, such one partner shall preferably be the majority stake holder in the firm.
- C. In case of Company:
1. Certified copy of Board Resolution with authorization in favor of the person executing the conveyance deed.
 2. Self / CA Certificate indicating the details of authorized & paid up capital, names of shareholders, No. of shares held by each shareholder and details of directors of the company at the time of allotment and all subsequent changes therein from time to time (date-wise) till date (in case of company).