

**FORM I**

**APPLICATION FORM FOR PERMISSION TO SALE AFTER CONVEYANCE DEED  
(N.O.C.)**

PLOT NO/HOUSE NO/SITE NO.....SECTOR/PHASE  
SIZE/CATEGORY .....Residential/Commercial

1. Name of Owner:
2. Name of Father/Husband:  
(Of owner)
3. Permanent Address (of owner)  
(TELEPHONE NO.)
4. a. Name of GPA with full address:  
(if applicable)  
b. No. & date of issue of GPA  
c. Place where GPA is registered
5. a. Name of Sub Attorney with full Address:  
(if applicable)  
b. No. & date of issue of Sub Attorney:  
c. Place where Sub Attorney is registered:
6. Correspondence Address:  
(of applicant)
7. Allotment/Re-allotment Letter No.....Dated.....
8. In case of plots:  
a. Whether vacant or constructed  
(Tick whichever is applicable)  
b. Mention year up to which extension  
Fee has been paid \_\_\_\_\_
9. Name & Address of transferee/purchaser
10. Date of execution of Conveyance Deed:
11. Details of Deposits:  
Process Fee Rs..... Bank Draft No. .... Dated  
.....Drawn on .....
12. Whether the following documents attached:

- i) Affidavit of transferor/seller(Page 2,3)
- ii) Affidavit of transferee/Purchaser (Page 4)
- iii) Indemnity Bond(Page 5)
- iv) Affidavit of transferee regarding building Byelaws violations (Page 6)
- v) Certified copy of GPA and Sub-Attorney (if applicable)
- vi) Certificate regarding no dues till date (including extension fee)
- vii) Copy of Conveyance Deed (Certified copy)
- viii) NOC of mortgage (if applicable)

APPLICANT (TRANSFEROR)

Certified that all information furnished in this form is true to the best of my/our knowledge.

APPLICANT (TRANSFEROR)

NOTE: NOC is valid for 180 days from the issue of letter

The text and format of this form can be changed any time with the Change in policy matters.

(Specimen of Affidavit to be furnished by Transferor (Allottee) on Non-Judicial stamp paper of Rs. 15/- along with Passport size Photograph pasted on the affidavit and duly attested by Executive Magistrate or Magistrate First Class)

**AFFIDAVIT**

I/We \_\_\_\_\_ S/o D/o W/o Sh. \_\_\_\_\_

R/o \_\_\_\_\_ aged \_\_\_\_\_ years do hereby solemnly

affirm and declare as under:-

- 1) That plot/site/house No. \_\_\_\_\_ Phase \_\_\_\_\_ measuring sq. yds. at Urban Estate \_\_\_\_\_ was allotted/transferred to me \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ on \_\_\_\_\_ at the tentative price of Rs. \_\_\_\_\_.
- 2) That all dues of the plot/site/house up to date \_\_\_\_\_ have been paid to PUDA.
- 3) That I/we want to transfer/sell the said plot/site/house to Sh. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_.
- 4) That I/we am/are legally empowered to transfer/sell the said plot/site/house and that there is no stay order of any court or litigation of any kind involving PUDA pending in any Court of Law, regarding the transfer/sale of the above said plot/site/house.
- 5) That plot/site/house is free from mortgage.

Or

The plot/site/house is mortgaged to \_\_\_\_\_ and NOC from the Mortgage is attached.

DEPONENT(S)

**VERIFICATION:**

Verified that the contents of paras No. 1 to 5 of above affidavit of mine/ours are true and correct to the best of my/our knowledge and belief. No part thereof is false and nothing has been concealed therein.

DEPONENT(S)

PLACE:

DATE:

DEPONENT(S)

(Specimen of Affidavit from purchaser/Transferee on non judicial stamp paper worth Rs. 15/- along with Passport Size Photograph duly attested by Executive Magistrate or Magistrate First Class).

AFFIDAVIT

I/We \_\_\_\_\_ S/o D/o W/o Sh. \_\_\_\_\_

Aged \_\_\_\_\_ years, R/o \_\_\_\_\_ do hereby solemnly

affirm and declare as under:

- 1) That I/we have agreed to purchase/get transferred plot/house/Commercial Site No. \_\_\_\_\_ situated in Sector/Phase \_\_\_\_\_ at \_\_\_\_\_ from its owner Sh./Smt. \_\_\_\_\_ R/o \_\_\_\_\_ (through his GPA/SPA) Sh./Smt. \_\_\_\_\_ (if applicable).
- 2) That after the property is transferred in my/our name, I/we or my/our legal heirs, assigns & successors shall abide by the provisions of the Punjab Regional & Town Planning & Dev. Act, 1995 and the rules, byelaws framed thereunder, as amended from time to time and the conditions of the allotment.
- 3) That I/we or my/our legal heirs, assigns & successors shall pay additional price, extension fee and other dues, if any, in respect of the said Plot/House/Site as and when demanded by the Estate Officer irrespective of the execution of conveyance deed/sale deed. In case of failure on my/our part to pay the final/additional price and extension fee or other dues to the Estate Officer the Competent Authority may resume the said plot/house/site.
- 4) That I/we shall construct the building on the plot/site within the stipulated period, in accordance with the sanctioned building plan (if applicable) failing which I shall pay extension fee as determined by PUDA.
- 5) That I/we shall not make any additions/alterations in the said property without prior approval of the Estate Officer, PUDA.
- 6) That I/we shall not use the said property for any purpose other than the purpose for which it has been allotted.
- 7) That I/we shall execute Hire Purchase Agreement within \_\_\_\_\_ days from the date of issue of permission to transfer/NOC (in case of House only)

- 8) That I/we shall not hold the Estate Officer responsible for any loss/damage caused to me/us at any later stage due to the transfer made/NOC issued by the Estate Officer on the basis of the documents submitted for the purpose.

DEPONENT (S)

**VERIFICATION:**

Verified that the contents of Paras No. 1 to 8 of above affidavit of mine/ours are true and correct to the best of my/our knowledge and belief. No part thereof is false and nothing has been concealed therein.

DEPONENT (S)

PLACE:

DATE:

(Specimen of Affidavit to be furnished by Transferor (GPA/Sub Attorney) on non judicial stamp paper of Rs. 15/- along with Passport Size Photograph pasted on it and duly attested by Executive Magistrate or Magistrate First Class).

### AFFIDAVIT

I/We \_\_\_\_\_ S/o D/o W/o Sh. \_\_\_\_\_ R/o

\_\_\_\_\_ aged \_\_\_\_\_ years do hereby solemnly affirm and declare as under:-

1. That plot/site/house No. \_\_\_\_\_ Phase \_\_\_\_\_ measuring \_\_\_\_\_ sq. yds. at Urban Estate \_\_\_\_\_ was allotted/transferred to Sh. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ on \_\_\_\_\_ at the tentative price of Rs. \_\_\_\_\_
2. That all dues of the plot/site/house up to date \_\_\_\_\_ have been paid to PUDA.
3. That I/we \_\_\_\_\_ S/oD/oW/o \_\_\_\_\_ R/o \_\_\_\_\_ hold the General Power of Attorney No. \_\_\_\_\_ Dated \_\_\_\_\_ registered in the office of Sub Registrar \_\_\_\_\_ for the said plot/site/house on behalf of Shri/Smt. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ which he/she has neither revoked nor cancelled.
4. That I/we \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ R/o \_\_\_\_\_ hold Sub Attorney No. \_\_\_\_\_ dated \_\_\_\_\_ registered in the office of Sub Registrar \_\_\_\_\_ for the said plot/site/house on behalf of GPA holder Shri/Smt \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ which he/she has neither revoked nor cancelled (if applicable).
5. That Shri/Smt. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ who executed the General Power of Attorney is still alive and GPA holder Shri/Smt. \_\_\_\_\_ S/oD/oW/o who executed the Sub-Attorney is also still alive (whichever is applicable).
6. That I/we want to transfer/sell the said plot/site/house to Shri/Smt \_\_\_\_\_ S/oD/oW/o \_\_\_\_\_ R/o \_\_\_\_\_
7. That I/we am/are legally empowered to transfer/sell the said Plot/Site/House and that there is no stay order of any Court or litigation of any kind pending in any Court of law regarding the transfer/sale of the above said Plot/Site/House.

8. That Plot/Site/House is free from mortgage and other encumbrances OR That Plot/Site/House is mortgaged to \_\_\_\_\_ and N.O.C. from the mortgage is attached.

DEPONENT(S)

**VERIFICATION:**

Verified that the contents of paras No. 1 to 8 of above affidavit of mine/ours are true and correct to the beat of my/our knowledge and belief. No part thereof is false and nothing has been concealed therein.

DEPONENT(S)

Place:

Date:



(Specimen of Indemnity Bond to be submitted by Transferee/Purchaser on Non-Judicial Stamp Paper of Rs. 15/- along with Passport Size Photograph pasted on it and duly attested by Executive Magistrate)

**INDEMNITY BOND**

This indemnity bond is executed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (Year) by \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_ R/o \_\_\_\_\_ aged \_\_\_\_\_ years.

Whereas I/We, the above said executant(s) of this bond have agreed to purchase Plot/House/Commercial Site No. \_\_\_\_\_ Urban Estate \_\_\_\_\_ measuring \_\_\_\_\_ owned by Shri \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ R/o \_\_\_\_\_.

Therefore, I/We, the above named executant(s) of this bond in the capacity as transferee/purchaser(s) of Plot/Site/House No. \_\_\_\_\_ hereby declare that before entering into agreement with the seller. I/We have satisfied myself/ourselves about the title of the property and about the genuineness of the seller, who is/are still alive. I have also satisfied myself about the documents of GPA/Sub-GPA which are still valid and are duly executed by original owner/GPA holder and have not been cancelled/revoked till date. In case any damaged/claim/dispute arises in respect of the property at any later stage because of the genuineness of the above said transaction of the transfer, then I/We shall at all times indemnify and keep harmless the Estate Officer, PUDA \_\_\_\_\_ from all disputes/claims/damages & actions & proceedings taken against him, and the Estate Officer, PUDA \_\_\_\_\_ or any of his officials shall be entitled to make good all such damages/claims/losses from me/us and from my/our legal heirs, assigns and successors or from the above said property which is now being transferred in my/our names and in that event I/We shall have no objection to any action of the Estate Officer PUDA \_\_\_\_\_ including cancellation/resumption of this property.

In witness whereof I/We have put my/our hands on this bond on the day, month and year first above mentioned in the presence of the witnesses.

EXECUTANT(S)

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

(Specimen of Affidavit from purchaser/Transferee on non judicial stamp paper worth Rs. 15/- along with Passport Size Photograph duly attested by Executive Magistrate or Magistrate Ist Class in case of violations of building byelaws).

AFFIDAVIT

I/We \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ aged \_\_\_\_\_ years \_\_\_\_\_ R/o \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That after the property is transferred in my/ours name(s), I/we or my/our legal heirs, assigns & successors shall abide by the provisions of the Punjab Regional & Town Planning & Dev. Act, 1995 and the rules, bye laws framed there under or amended from time to time and the conditions of allotment.
2. That I/we shall be liable to pay the required compounding fee in regard to all the compoundable violations and will demolish/alter the non-compoundable violations, which are existing in the building to bring it in accordance with the approved building plan.

DEPONENT(S)

**VERIFICATION:**

Verified that the above statement is true and correct to the best of my/our knowledge and belief and nothing has been concealed therein.

DEPONENT(S)

Place:

Date:

## INSTRUCTIONS FOR FILLINGUP THE APPLICATION FORM

All payments should be made by a bank draft only, drawn in favour of Estate Officer, PUDA payable at \_\_\_\_\_

The processing charges for issue of NOC will be as under:-

Residential plots/Houses : Rs. 1000/-

Commercial Plots : Rs. 2000/-

Rate of Extension fee for non-construction

(Non-construction means that completion/occupation certificate has not been obtained).

### A. FOR RESIDENTIAL PLOTS:

Period	Extension fee for the year ending on 31 <sup>st</sup> December						
	1988	1999	2000	2001	2002	2003	2004
Allotment made before Dec. 1989	2%	2%	2.5%	No extension beyond 31.12.2000			
Allotment made in 1989 where period Of 8 years expires on 31.12.97	2%	2%	2.5%	No extension beyond 31.12.2000			
Allotment made in 1990 where period Of 7 years expires on 31.12.97	2%	2%	2.5%	No extension beyond 31.12.2000			
Allotment made in 1991 where period Of 6 years expires on 31.12.97	2%	2%	2.5%	No extension beyond 31.12.2000			
Allotment made in 1992 where period Of 5 years expires on 31.12.97	2%	2%	2.5%	2.5%	2.5%	No extension beyond 31.12.2000	
Allotment made in 1993 where period Of 4 years expires on 31.12.97	2%	2%	2.5%	2.5%	2.5%	3%	No extension beyond 31.12.2000
Allotment made in 1994 where period of 3 years expires on 31.12.97	2%	2%	2.5%	2.5%	2.5%	2.5%	3%
Allotment made in 1995	2%	2%	2.5%	2.5%	2.5%	2.5%	
Thereafter	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	6 <sup>th</sup> year	7 <sup>th</sup> year

Note: Percentage rate to be calculated on the prevailing allotment price. (This rate is subject to change from time to time as per policy)

B. FOR COMMERCIAL PLOTS:

Period	Extension fee for the year ending on 31 <sup>st</sup> December						
	1988	1999	2000	2001	2002	2003	2004
Allotment made before Dec. 1989	2%	2%	2.5%	No extension beyond 2000			
Allotment made in 1989 where period Of 8 years expires on 31.12.97	2%	2%	2.5%	No extension beyond 2000			
Allotment made in 1990 where period Of 7 years expires on 31.12.97	2%	2%	2.5%	No extension beyond 2000			
Allotment made in 1991 where period Of 6 years expires on 31.12.97	2%	2%	2.5%	No extension beyond 2000			
Allotment made in 1992 where period Of 5 years expires on 31.12.97	2%	2%	2.5%	2.5%	2.5%	No extension beyond 2000	
Allotment made in 1993 where period Of 4 years expires on 31.12.97	2%	2%	2.5%	2.5%	2.5%	3%	No extension beyond 2000
Allotment made in 1994 where period of 3 years expires on 31.12.97	2%	2%	2.5%	2.5%	2.5%	3%	
Thereafter	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	6 <sup>th</sup> year	7 <sup>th</sup> year

Note: i) Extension fee is chargeable on the auction price in case of commercial sites.

Note: ii) Rates on the percentage basis to be calculated on the auction price of plot

Note: iii) Rate of extension fee w.e.f. 1.1.1988 to 31.12.1997 applicable as per policy revised from time to time.

Note: iv) However where the three years period for completing the construction has already expired on 31.12.1987 the extension fee will be applicable w.e.f. 1.1.1988.

**FOR OFFICE USE**

Application of Shri/Smt. \_\_\_\_\_ for permission to self  
Plot/Site/House No. \_\_\_\_\_ Sector/Phase \_\_\_\_\_ has  
been checked and documents at Sr.No. \_\_\_\_\_ have been received. Payment  
of Rs. \_\_\_\_\_ vide receipt No. \_\_\_\_\_ has also been received.

(Signature)  
Assistant(S.W.S.)  
Date:

**ACKNOWLEDGEMENT SLIP**

Application received for NOC of Plot/Site/House from Sh./Smt. \_\_\_\_\_  
GPA/Sub GPA/SPA (if applicable) of Sh./Smt. \_\_\_\_\_ in  
respect of Plot/Site/House No. \_\_\_\_\_ Sector/Phase \_\_\_\_\_ on  
\_\_\_\_\_ File No. \_\_\_\_\_ and a sum of Rs. \_\_\_\_\_ vide receipt No.  
\_\_\_\_\_ has been received. The applicant may contact the Estate Office on \_\_\_\_\_  
to collect the documents otherwise the documents will be despatched by post on \_\_\_\_\_

Signature of Diary Clerk