

Process-1

Documents to be Prepared by Individual Allottee

(To be Checked by CGEWHO C-67/7 KV-II . 10 AM to 4 PM ON Working Day)

1. Original Allotment Intimation Letter.(if any)
2. Original Allotment Letter.
3. Original possession Letter.
4. Original Handing/Taking Letter of Flat /Stilt.
5. Original copy of “**No-Dues**” certificate from Bank/FI/Department from the Loan taken and its information to CGEWHO.

OR

Document of Loan if it is still continue .

6. Identity Card (Preferably PAN Card) which bears signature of Individual.
7. Original NOC from KV-II ,AOA ,Sector-82 ,Noida .

Process-2

(After Completion of Process -1 & Subsequent advice/Guidence by CGEWHO Representative.)

1. Original copy of photo & signature attested by bank.
2. Photo copy of PAN Card or Passport duly attested.
3. Affidavit on Rs. 10/- NON-JUDICIAL STAMP PAPER (Duly attested by Notory) .
4. Photocopies of duly attested Allotment, possession letter etc. in process -1 .(Sl no. 1 to 4)
5. Original Bank Challan Copy of Rs. 1000/- (Pink Color)

(Processing fee of Rs. 1000/- in cash/bank draft/Bankers Cheque has to be deposited in the Canara Bank ,opp. Authority office ,Sector-6,Noida .Bank will retain 2 copies and handover 1 copy to Allottee. Pink slips are available on bank counter.)

6. Photocopy of identity proof (duly Attested).
7. Photocopy of KV-II ,NOC (duly Attested)
8. Declaration by Allottee who has taken Loan from FI/HBA
.
9. Sub-Lease deed (4 Set)-
 - (A) On Stamp Paper + 1 set of Sub-lease deed .
 - (B) On Rs. 50/- Stamp Paper + 1 Set Sub-lease deed.
 - (C) 2 Set of Sub-lease deed in Plain Paper.
10. Photographs(Passport size) of Allottee (duly Attested)
(4 Nos.)
11. 2 witnesses and their Photos (passport size) -----
(4 Nos. each)
12. Photocopy of Plan of dwelling Unit –Typical floor Plan.

Additional documents are being required for Co-Applicant

1. NOC from CGEWHO for adding the name of CO-Allotte.
2. Affidavit on Rs. 10/- NON-JUDICIAL STAMP PAPER for permitting CO-ALLOTTEE (Duly attested by Notory)
3. Affidavit on Rs. 10/- NON-JUDICIAL STAMP PAPER for joint registrant (Duly attested by Notory) .
 - (A) Daughter/Son
 - (B) Son/Father
 - (C) Son/Mother
 - (D) Wife/Husband
4. Affidavit on Rs. 10/- NON-JUDICIAL STAMP PAPER from proposed CO-ALLOTTEE (Duly attested by Notory)
5. Original Bank Challan Copy of Rs. 1000/- for CO-Applicant processing fee (Pink Color)
(Processing fee of Rs. 1000/- in cash/bank draft/Bankers Cheque has to be deposited in the Canara Bank ,opp.

Authority office ,Sector-6,Noida .Bank will retain 2 copies and handover 1 copy to CO- Allottee. Pink slips are available on bank counter.)

6. Request letter to GM (Residence) ,Noida Authority for adding the name of CO-Allottee in Sub-Lease Deed with above pink slip .

7. Photographs(Passport size) of CO-Allottee (duly Attested) (6 Nos.)

8. Photograph and signature of CO-Allottee

Process-3

On Completion of necessary formalities by CGEWHO and Noida Authority on 4 set of Sub-lease deed including Affixing photos of sh. L. P Khandelwal (Rep. CGEWHO) and Rep. Noida Authority and their signatures (Tripartite Deed)

Process-4

(At Sub-Registrar office III ,Sector-33 ,near Prakash Hospital ,opp. To NTPC)

- 1. Deposit Rs. 10050/- (Rs. 10100/-) in cash as processing fee at Sub-Registrar office.(Check latest rate with Registrar)**
- 2. Sub-Lease Deed to be signed by Allottee ,Witnesses in presence of Sub-registrar.**

(Further disposition the Sub-Lease deed etc. –follow the dirction given by Sub-Registrar office)