

COMMON
Form No. 20(1)

[Under the Bye-law No.38 (a)]

A form of Notice of intention of a member to transfer his Shares and
interest in the Capital / Property of the Society.

To,
The Secretary / Chairman,
_____ Co-operative Housing Society Ltd.

Sir,

I/We Shri/ Shrimati/ M/s. _____,
is/are the member/s of _____ Co-operative Housing Society Ltd.,
having address at _____
and holding _____ fully paid up shares of Rupees _____ each, bearing distinctive
numbers from _____ to _____ (both Inclusive) and the Flat No. _____
admeasuring _____ **sq.ft. (Built-up/Carpet area)**, in the building of the society,
numbered / known as _____ CHS LTD. hereby give you notice as required
under rule 24 of the Maharashtra Co-operative Housing Societies Rules, 1961, as under:

I/We Shri/ Shrimati/ M/s. _____ intend to transfer
my/ our shares and my / our right, title and interest in the flat in the building of the Society and
my / our interest in the capital of the society to Shri/ Shrimati/ M/s.
_____ for consideration of Rs. _____/-
(Rupees _____ Only).

The consent of the transferee is enclosed.

Yours faithfully,

(_____)
(Transferors)

Place:

Date:

Encl: (1) Consent letter from the transferee.

COMMON
Form No. 20 (2)

[Under the Bye-law No. 38 (a)]

A Form of letter of consent of the Proposed Transferee for the transfer of the shares and interest of the member (Transferor) to him (Transferee).

To,
The Secretary / Chairman,
_____ Co-operative Housing Society Ltd.

Sir/s,

Shri/ Shrimati/ M/s. _____,
member/s of _____ Co-operative Housing Society Ltd.,
propose to transfer his/ her/ their shares and interest in the capital / property of the society to
me/us. I/we hereby give my/our consent for the proposed transfer of shares and interest of
Shri/ Shrimati/ M/s. _____, in the
capital / property of the society to me as required under Rule 24 (1) (b) of the
_____ Co-operative Societies Rules, 1961.

Our/My name/s and address is/are as under:

Yours faithfully,

(_____)
(Transferee)

Place: _____

Date: _____

**COMMON
FORM NO. 21**

[Under the Bye-law No. 38 (e) (i)]

Form of application for transfer of shares and interest in the
Capital/ Property of the Society by the Transferor
(Being a Corporate Body)

To,
The Secretary / Chairman,
_____ Co-operative Housing Society Ltd.

Sir,

1. I/We Shri/ Shrimati/ M/s. _____
are the members of _____ Co-operative Housing Society Ltd., having
address at _____
and holding the Share Certificate No. _____ for fully paid up shares of Rupees
_____ each, bearing distinctive numbers from _____ to _____ (both
inclusive)*and holding the Flat No. _____ admeasuring _____sq.ft. (**Built-
up/Carpet area**) in the building of the said society/numbered known as
_____.
2. I/We had given you notice of our intention to transfer the said shares and our interest in the
Capital/property of the society on _____. As required under the Rule 24 (1) (b)
of the _____ Co-operative Societies Rules, 1961, along with the consent of
the proposed Transferee, Shri/ Shrimati/ M/s. _____.
3. I/We enclose herewith the application in the prescribed form for membership of the said
society.
4. I/We remit herewith the transfer fee of Rs. 500 (Rupees Five Hundred only). I/We also remit
herewith the amount of premium of Rs. _____ Rupees (_____
_____) only, as provided under bye-law No. 38 (e) (ix) of the bye laws of the
society.
5. I/We state that the said shares and the interest in the capital/ property of the said society
have been held by us for a period not less than a year.
6. I/We further state that the liabilities due to the said society by, as on the date of this
application, have been fully paid by us. I/We also undertake to pay the liabilities, which may
become due till the transfer application is approved by the society.
7. I/We hereby undertake to discharge any liabilities to the said society, which is related to the
period of membership with the said society and have become payable by us after cessation of
our membership of the said society due to any demand made by the local authority,
Government or by any other authority on any account, after cessation of our membership.
8. I/We propose to transfer the said shares and our interest in the capital/ property of the said
society on the following grounds:
 - (i) _____

 - (ii) _____

(iii) _____

9. I/We furnish herewith declaration, in the prescribed form, on a hundred rupees stamp paper, about non-holding of any vacant land with a building, in any urban agglomeration, specified under the urban land (Ceiling and Regulation) Act,1976, the area of which exceeds 500 sq. meters.
10. I/We also furnish herewith the undertaking in the prescribed form, on hundred rupees stamp paper, about the registration of the transfer, as required under section 269-AB of the Income-Tax Act.
11. I/We request you to approve the proposed transfer and inform us accordingly.

Place : _____

Date : _____

Yours faithfully,

(_____)

Signature/s of the Transferor/s

This undertaking is not necessary if the consideration for transfer is Rs. _____/- or less.

**COMMON
FORM NO. 23**

[Under the Bye-law No. 38 (e) (ii)]

Form of application for membership of the society by the
Proposed Transferee (Being an individual)

To,
The Secretary / Chairman,

_____ Co-operative Housing Society Ltd.

Sir,

1. I/We, Shri/ Shrimati/ M/s. _____
intend to become the member/s of the _____ Co-operative
Housing Society Ltd., _____, by transfer of the
Share Certificate No. _____ for _____ fully paid up shares of **Rupees**
_____ each, bearing distinctive numbers from _____ to _____ (both
inclusive) held by _____, the member/s of
the said Society and their interest in the Flat No. _____ admeasuring _____
sq.ft. (Built-up/Carpet area) in the building of the said society, known as
_____ CHS Ltd. held by said
_____, to my/our name.

2. I/We had given my/our consent to the proposed transfer of the said shares and for the
interest of the said transferor/s in the capital/property of the said society to me/us on
_____.

3. I/We now make this application for membership of the said shares and the interest of the
said transferor/s in the capital/property of the said society to my/our name.

4. The particulars for the consideration of our application for membership of the _____
_____ Co-operative Housing Society Ltd., are given below:

Age : _____

Occupation : _____

Monthly Income : _____

Office Address : _____

Residential Address : _____

5. I/We remit herewith the entrance fee of Rs. 100/- (Rupees One Hundred only).

6. I/We declare that there is no plot/flat/house owned by me/any of the members of my/our
family/the person dependent on me, in the area of operation of the society.

OR

I/We give below the particulars of the plot/flat/house owned by me/any of the members of my/our family/the person dependent on me/us, in the area of operation of the society.

Sr. No.	Name of the Person	Particulars of the plot/flat/house owned by me/the person dependent on me in the area of operation of the society	Location of the plot/flat/house	Reasons as to why it is necessary to have
1	2	3	4	5

7. I/We furnish herewith the declaration in the prescribed form, on hundred rupees stamp paper, about non-holding of any vacant land or land with a building, in any urban agglomeration, specified under the Urban Land (Ceiling and Regulation) Act, 1976, the area of which exceeds 500 sq. metres.
8. I/We undertake to use the flat, proposed to be transferred to me/us, for the purpose mentioned in the letter that will be issued to me/us by the said society, under bye-law No. 76 (a) of the bye-laws of the said society and that no change of the user of the said flat will be made by me/us without the prior approval of the society in writing. The undertaking to that effect in the prescribed form is enclosed herewith.
9. I/We undertake to discharge all the liabilities to the society, which may become due from the date of my/our admission to the membership of the society.
10. I/We enclose herewith the undertaking in the prescribed form that the plot/flat/house owned by me/any of the members of my family/the person dependent on me, the details of which are given in this application about the disposal of the said plot/flat/house.
11. I/We have gone through the bye-laws of the society and undertake to abide by the same and any modifications that the Registering Authority may make in them.
12. I/We request you to please admit me/us as a member/s of the said society and transfer the shares and the interest of the transferor in the capital/property of the said society to my/our name.

Yours faithfully,

(Signature/s of the applicant/s)

Place: _____

Date: _____

Note: The expression "a member of a family" means and includes as defined under bye-law No.3 (xxv)

APPENDIX ----- 25

*A Form of Declaration for not holding immoveable property in any Urban Agglomeration,
specified under the Urban Land (Ceiling and Regulation) Act, 1976
exceeding 500 sq. metres.*

(To be given by the Transferor)

I/We, Shri/ Shrimati/ M/s. _____
member/s of the _____ Co-operative Housing Society Ltd., at
_____, holding Flat No. _____,
on the _____ floor, building numbered/known as _____
Co-operative Housing Society Ltd., having _____ Sq. ft. (_____ sq.mtrs approx)
Built-up/Carpet area, in the building of the society, and intending to transfer it to
_____, intending member/s of the society, hereby declare that I/we do
not hold any vacant land or land with a building thereon, anywhere in any urban
agglomeration, mentioned in the Urban land (Ceiling and Regulation) Act, 1976, the area of
which exceeds 500 sq. meters.

Yours faithfully,

(_____)
Signature/s of the Transferor/s

Place: _____

Date: _____

APPENDIX----- 26

[Under the By-Laws No. 17 (b), 19 A (vii), 19 C (iv) and 38 (e) (xi)]

A Form of Declaration for not holding any immovable property in any Urban Agglomeration, specified under the Urban Land (Ceiling and Regulation) Act, 1976, exceeding 500 sq. meters.

I/We, Shri/ Shrimati/ M/s. _____ intending to be a member/s of _____ Co-operative Housing Society Ltd. at _____, proposing to hold on Flat No. _____, _____ Floor admeasuring _____ sq.ft. (Built-up/Carpet area), in the building of the society, hereby declare that I/We do not hold any vacant Land or Land with building thereon anywhere in the Urban agglomeration, mentioned in the Urban Land (Ceiling and Regulation) Act, 1976, exceeding 500 sq. meters.

Place: _____

Date: _____

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APPENDIX NO. – 4

[Under the Bye-law No.17 (b) and 19 (A) (vi)]

The Form of Undertaking to be furnished by the Prospective member,
to use the flat for the purpose for which it is allotted.

I/We, Shri/ Shrimati/ M/s _____, at presently
having address at: _____,
member/s / intending member/s of _____ Co-operative Housing Society
Ltd., registered, having its address at _____,
for the Flat No. _____, on the _____ floor in the building numbered/known as
_____ hereby give the undertaking that I/We will use the flat allotted to
me/us proposed to be acquired by me/us on cessation of membership/s of the earlier
member/s under the bye-law of the society, for the purpose mentioned in the letter which will
be issued under bye-law No. 76 (a) of the bye-law of the society, registered.

I/We further give the undertaking that no change of user will be made by me/us without the
previous permission in writing of the committee of the society.

Place: _____

Date: _____

APPENDIX - 14

[Under the Bye-law No.32]

Form of Nomination to be Furnished in Triplicate

To,
The Secretary

_____ CHS Ltd.
_____,

Sir,

1. I/We, Shri/Smt. _____ am the member/s of the _____ Co-operative Housing Society Ltd., having address at _____
2. I/We hold the Share Certificate No. _____ dated fully paid-up shares of Rupees _____ each, bearing number from _____ to _____ (both inclusive), issued by the said society to me/us.
3. I/We also hold the Flat No. _____ admeasuring _____ sq. meters, (carpet/built up) in the building of the said society, known numbered as _____
4. As provided under Rule 25 of the _____ Co-op. Societies Rules, 1961, I/We hereby nominate the person/s whose particulars are as given below.

Sr. No.	Name/s of the Nominee/s	Permanent Addresses of the Nominee/s	Relationship with the Nominator	Share of each Nominee (percentage)	Date of Birth of if the Nominee/s is a minor
1	2	3	4	5	6
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____

5. As provided under Section 30 of the _____ Co-operative Societies Act, 1960, and the Bye-law No. 36 of the Society, I/We state that on my/our death the shares mentioned above and my/our interest in the flat, the details of which are given above, should be transferred to Shri/Smt. _____ the first named nominee, on his/her complying with the provisions of the Bye-laws of the society regarding requirements of admission to membership and on furnishing *indemnity Bond, along with the application for membership, indemnifying the society against any claims made to the said shares and my interest in the said flat by other nominee/nominees.

6. As the nominee at Sr. No. _____ is/are minor/s, I/we hereby appoint Shri/Smt. _____ as the guardian/legal representative of the minor/s to represent the minor/s' nominee in matters connected with this nomination.

Place :

Signature of the Nominator Member/s

Date :

Witnesses :

Name and Addresses of Witnesses.

(1) Shri/Smt. _____ (1) Signature of the Witness
Address _____

(2) Shri/Smt. _____ (2) Signature of the Witness
Address _____

Place:

Date:

The nomination was placed in the meeting of the managing committee of the society held on _____ for being recorded in its minutes. The nomination has been recorded in the nomination register at Sr. No. _____

Date:

Secretary

_____ CHS Ltd.

Received the duplicate copy of the nomination.

Date:

Nominator-Member

* Indemnity Bond is not required to be furnished in case of a single nominee.

POSSESSION LETTER

From:

_____ CHS LTD.

Dated:

To:

Sir/Madam,

This is to confirm that in pursuance of my/our Sale Deed, dated _____, I/we have today handed over to you vacant and peaceful possession of the **Flat No.** _____, on the _____ Floor in the building numbered/known as the _____, _____, CTS No. _____ and _____, Survey No. _____ (Part) and Plot No. _____, Taluka _____ in the Registration District and Sub-District of Mumbai _____ and Sub-District of _____ City and _____ West ward of Municipal Corporation of _____, _____ (_____) _____.

Kindly sign the copy hereof in token of having received the vacant and peaceful possession of the above said flat.

Received the vacant & peaceful Possession of the above said flat

Handed over the vacant and peaceful possession

(_____)
(Transferor/s)

(Transferee/s)

From: -

Date: _____

To,
The Secretary/Chairman

_____ CHS LTD.

Sub: Resignation from the Society

Sir/s,

I/We, _____, the undersigned is/are the member/s of the _____ CHS Ltd., Registered, having its address at _____, have to state that since I/We have entered in SALE DEED / AGREEMENT dated _____ for the said flat i.e. Flat No. _____, on _____ Floor, building numbered/ known as _____, with _____, hence on the ground I/We request you to accept our resignation from your society.

I/We therefore, request you to kindly transfer my/our right, title and interest in our Flat No. _____, on _____ Floor, building numbered /known as the _____ CHS Ltd., having its address at _____ in favour of _____ and also admit him/her/them as member/s of your society in my/our place.

Thanking You,

Yours faithfully,

(_____)

(Transferors)

From:

Dated:

To,
The Secretary / Chairman
_____ CHS LTD.

Reg: Flat No. _____, _____ Floor of your Society Building.

Dear Sir/s,

Vide an Agreement dated _____; I/We have acquired right, title and interest in the above mentioned Flat in your Society. Accordingly, I/We submit hereunder the following documents/papers to enable your goodselves to transfers the above Flat in my/our name.

1. Copy of Stamp duty paid Agreement for Sale
2. Form No. 21 alongwith Transfer Form in original.
3. Form No. 23 alongwith Application for Membership Form in original.
4. U.L.C. Declaration on R.100/- Stamp Paper by the Transferor/s Form No. 25.
5. U.L.C. Declaration on R.100/- Stamp Paper by the Transferee/s Form No. 26.
6. Form No. 4 on Rs.100/- Stamp Paper by the Transferee/s;
7. Resignation letter by the Transferor/s.
- 8.
- 9.
- 10.

In case you require any further information, kindly let me/us know which will be furnished on hearing from you.

In the meantime, I/we remain,

Yours faithfully,

(_____)

Encl: As above.

From:

Flat No. _____, _____ Floor,

CHS LTD.

Dated:

To,
The Installation Superintendent,

Sub: Change of name in Electricity Bills

Account No.: _____

Meter No. : _____

Sir,

This is to inform you that I/We have lawfully surrendered relinquished and transferred all my/our rights, title and interest in respect of our above noted flat to _____ and have also handed over the full and exclusive possession thereof to his/her / their names.

At present he/she/they is/are exclusively occupying the said flat and hence I/we have no objection to transfer the above said Electricity Meter along with deposit amount paid by me/us earlier into his/her/their name/s.

Thanking You,

Yours faithfully,

From:

Flat No. _____, _____ Floor,
_____ CHS Ltd.

Mumbai – _____

Dated:

To,
The Installation Superintendent,
Mahanagar Gas Limited

Mumbai – _____

Sub: Change of name in Gas Bills

Consumer No. : _____

Meter No. : _____

Sir,

This is to inform you that I have lawfully surrendered relinquished and transferred all my rights, title and interest in respect of our above noted flat to **Mr./Ms.** _____ and have also handed over the full and exclusive possession thereof to his name.

At present he is exclusively occupying the said Flat and hence I have no objection to transfer the above said Mahanagar Gas Meter along with deposit amount paid by me earlier into his name.

Thanking You,

Yours faithfully,

(_____)
Transferor