Acknowledgement Slip

LAND AND DEVELOPMENT OFFICE NIRMAN BHAWAN, NEW DELHI – 110 011

CONVERSION TO FREEHOLD

| ceived from Mr./Ms |
|--|
| plication for conversion of Leasehold rights into Freehold in respect of the Property No |
| situated at |
| w Delhi. |

Seal of the Bank with date & Initials of receiving Clerk

Signature of the Applicant

GOVERNMENT OF INDIA MINISTRY OF URBAN DEVELOPMENT LAND & DEVELOPMENT OFFICE NIRMAN BHAWAN NEW DELHI

CONVERSION FROM LEASE HOLD INTO FREE HOLD

CHALLAN

| | me of the Applicant dress of the Applicant | | | | |
|--------|---|----------|-------|--------|------------------|
| | perty Number tails of Payment | : | | | - |
| S. No. | Description of | Payments | | Amount | |
| 1. | Conversion Fee | | | Rs. | |
| 2. | Additional Conversion | n fee | | Rs. | |
| 3. | Surcharge | | | Rs. | |
| 4. | Arrears of Ground Re | nt | | Rs. | |
| 5. | Processing fee | | | Rs. | |
| 6. | Any other dues | | | Rs. | |
| | | | Total | Rs. | |
| (in wo | rds Rupees | | | |) |
| Date: | | | | | |

Seal of the Bank with date

GOVERNMENT OF INDIA MINISTRY OF URBAN DEVELOPMENT LAND & DEVELOPMENT OFFICE NIRMAN BHAWAN NEW DELHI

CONVERSION FROM LEASE HOLD INTO FREE HOLD

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| 4. | Arrears of Ground Re | nt | | Rs. | |
| 5. | Processing fee | | | Rs. | |
| 6. | Any other dues | | | Rs. | |
| | | | Total | Rs. | |
| (in wo | rds Rupees | | | | |
| | | | | | |
| Date: | | | | | |

Seal of the Bank with date

Signature of the Applicant

GOVERNMENT OF INDIA MINISTRY OF URBAN DEVELOPMENT LAND & DEVELOPMENT OFFICE NIRMAN BHAWAN NEW DELHI

CONVERSION FROM LEASE HOLD INTO FREE HOLD

CHALLAN

| Name of the Appl Address of the Ap | | | | | |
|---|-----------|----------|-------|------|----|
| Property Number Details of Paymen | | | | | |
| S. No. Descri | iption of | Payments | | Amou | nt |
| 1. Conversion Fe | ee | | | Rs. | |
| 2. Additional Co | nversior | n fee | | Rs. | |
| 3. Surcharge | | | | Rs. | |
| 4. Arrears of Gro | ound Re | nt | | Rs. | |
| 5. Processing fe | e | | | Rs. | |
| 6. Any other du | es | | | Rs. | |
| | | | Total | Rs. | |
| (in words Rupees | | | | | |
| Date: | | | | | |
| Date. | | | | | |

Seal of the Bank with date

Signature of the Applicant

GOVERNMENT OF INDIA MINISTRY OF URBAN DEVELOPMENT LAND & DEVELOPMENT OFFICE NIRMAN BHAWAN NEW DELHI

CONVERSION FROM LEASE HOLD INTO FREE HOLD

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| 5. | Processing fee | | | Rs. |
| 6. | Any other dues | | | Rs. |
| | | | Total | Rs. |
| (in wo | rds Rupees | | | |
| | | | | |
| Date: | | | | |

Signature of the Applicant

Seal of the Bank with date

| A | pp | lication | No. | |
|---|----|----------|-----|--|
| | | | | |

LAND AND DEVELOPMENT OFFICE

Application for conversion of Leasehold Property into Freehold 1. Property No. Block No. if any Locality/Colony Code Zone Code 2. Name of the Lessee(if more than one lessee, separate sheet may be enclosed) 3. a) Name of the Applicant * Recent Photograph of the Lessee/GPA holder / b) Address of the Applicant Sale Deed holder c) Correspondence Address of the Applicant d) E-Mail Address e) Phone/Mobile No. f) Aadhar No. (If available) 4. Name of the Applicant's Father/Husband 5. Status of the Applicant? Lessee – Code 1 Registered General Power of Attorney Holder/Sale Deed holder – Code 2

Footnote: * If the applicant is the Lessee, recent passport size photograph of the Lessee should be affixed. If the applicant is registered GPA holder/Sale Deed holder, recent passport size photograph of the person named in item No. 6 is to be affixed.

(If the response to the item 5 is code 2, answer the item Nos. 6,7,8, & 9)

| 6. Na sough | | the | Pur | chas | ser/ | Sale | Dee | d ho | lder, | on | whose | e nan | ne th | e coi | nvers | sion | İS | Recent |
|-----------------|-------------------|--------------|-------|-------|-------|-------|--------|--------|-------------|------------|------------------------------|--------|--------|-------|-------|-------|--------|--|
| | | | | | | | | | | | | | | | | | | Photograph of the Purchaser/Sale Deed |
| | | | | | | | | | | | | | | | | | | holder |
| | | | | | | | | | | | | | | | | | | |
| 7. Ad | dress | of th | ie Pi | urch | iase | r/Sa | ale D | eed | hold | er | | | | 1 | | | | |
| | | | | | | | | | | | | | | | | | | L |
| 7A. <i>A</i> | Nadhai | r No | . (if | avai | labl | e) | | | | | | | | | | | | |
| 8. Fa | her's/ | 'Hus | ban | d's ı | nam | ne of | the | Purc | hase | er/Sa | ale De | ed ho | older | | | | | |
| | | | | | | | | | | | | | | | | | | |
| 9. If c | onver | sion | is s | oug | ht c | n th | e ba | sis of | Sale | e De | ed the | en Re | gistr | atior | n par | ticul | ars o | f Sale Deed |
| Regis | tratior | n No | | | | | | | | | | | | | | Воо | k No. | |
| Volun | ne No | | | | | | | | | | Page f | rom | | | | | to | |
| Date | | Da | ate | | | | | M | onth | l <u> </u> | | | | | | | Yea | ır |
| 10. If | the ap | plica | ant i | s a (| Gen | eral | Pow | er of | Att | orne | ey holo | der: | | | | | | |
| | ether plican | | | | | | f the | regi | ster | ed G | Genera | ıl Pov | ver o | f Att | orne | y, fr | om L | essee to the |
| mo | | an oi | ne G | iPΑ, | sep | | | | | | | | | | | | | in case there are hain of transfer of |
| Regist | ration | No | ٠. | | | | | | | | | | | | | Воо | k No. | |
| Volun | ne No | | | | | | | | | | Page f | rom | | | | | to | |
| Date | | Da | ate | | | | | M | onth | 1 | | | | | | | Yea | nr |
| 6 are (Trans | enclos fer dod | ed ? cume | nt – | Cod | le 1, | Vot | er Ide | ntity | Card | d – C | the pro ode 2, nar/Otl | Ratio | n Car | d – C | | | nam | ed in item |
| iv) WI name | | _ | | | | | /Sale | | d to Y/N | - | ve the | e trar | ısacti | on ii | n fav | our | of the | e person |

| v) If answer to 10 (iv) is Yes, then state the date of Agreeme to sell in DD/MM/YYYY format | nt |
|--|----------------------------------|
| vi) If the year of agreement to sale is after 24 th September, 2 Agreement to sell is registered or not (Y/N) | 2001 then Whether the |
| vii) If the answer to 10 (vi) is Yes, furnish the details of Regist there are more than one Agreement to Sell, separate sheet (Sell explaining chain of transfer of property be enclosed) Registration No. Page from | |
| Date Month Date | Year |
| 11. Whether the lease is for plot or Tenement?(Plot- Code 1: A type tenement Ground Floor – Code 2: A type C - type Tenement – Code 4) | e tenement first Floor – Code 3: |
| 12. Whether the Lease is Executed and Registered? | |
| (Executed and registered – Code 1, Executed not registered – Code | e 2, Not executed – Code 3) |
| 13. If the answer to item 12 is Code 1, furnish the details of | Registration of lease deed |
| Registration No. Volume No Page from | Book No. |
| Date Month Date | Year |
| 14. i) Whether the lease was Cancelled/Property Re-entered | ? (Y/N) |
| ii) If Yes, whether the re-entry was withdrawn (Y/N) | |
| 15. i) whether there is any dispute pending in a Court of Law title of the property? (Y/N)Ii) If the answer to item 15 (i) is Yes, whether this office | |
| iii) If Yes, then details of the Court Case | |
| Case No Name of the Court | |
| Date of filling | |

| 16. Whether any application for Substitution, Mutation is | pending | 3: (1 | / IN) | | | | | | <u> </u> | | | | |
|--|-----------|--------|--------|-----|-------|---|--|--|----------|----|--|--|--|
| 17. i) Whether property stands Mortgaged? (Y/N) | | | | | | | | | | | | | |
| ii) If Yes, whether no objection certificate from the mortgagee is enclosed? (Y/N) | | | | | | | | | | | | | |
| 18. If the building is constructed by the lessee, what is the evidence available to prove the completion of building? | | | | | | | | | | | | | |
| (Completion Certificate – Code 1, D form – Code 2, any other document - Code 3 *) | | | | | | | | | | | | | |
| 19. i) Whether there are unauthorized construction in the lease property (Y/N) | | | | | | | | | | | | | |
| ii) Whether there are misuses of the lease property (Y/N) | | | | | | | | | | | | | |
| iii) Whether there are encroachments on public/Govt. land adjoining to the lease area (Y\N) | | | | | | | | | | | | | |
| iv) Whether affidavit regarding no encroachment is enc | closed (Y | /N) | | | | | | | | | | | |
| 20. Area of the Plot/ Property as per lease deed (Sq. yds./Sq. Mts.) 21. Use of the property as per Lease Deed/Allotment (Residential- Code 1, Commercial- Code 2, Mixed – Code 3) | | | | | | | | | | | | | |
| 22. Total built- up area (Sq. yds./Sq. Mts.) | | | | | | | | | | | | | |
| 23. Area being used for non-residential use (Sq. yds./Sq. | . Mts.) | | | | | | | | | | | | |
| 24. i) Whether any Misuse Charges were earlier demanded the lessee ? (Y/N) | d and no | ot pai | d by | | | | | | | | | | |
| ii) If Yes, indicate the amount Rs. | | | | | | | | | | | | | |
| 25. i) Whether any damages for unauthorized construction not paid by the Lessee ? (Y/N) | n were e | arlie | · clai | med | d and | d | | | | | | | |
| ii) If yes, indicate the amount Rs. | | | | | | | | | | | | | |
| (* These document may be those issued by Authorities of Unio bodies, Autonomous bodies or public Sector Undertakings/Corp will be done after proper examination and scrutiny.) | | | | | | | | | rpos | se | | | |
| SELF ASSESSMENT OF CHARGES PAYABLE | | | | | | | | | | | | | |
| 26. Conversion charges as per formula | Rs. | | | | | | | | | | | | |
| 27. Additional Conversion charges for non-residential use | Rs. | | | | | | | | | | | | |
| 28. Surcharge, if the applicant is a General Power of Attorney holder | Rs. | | | | | | | | | | | | |
| 29. Processing Fee | Rs. | | | | | | | | | | | | |
| 30. Arrears of Ground rent, if any along with the interest as per lease terms | Rs. | | | | | | | | | | | | |

| 31. Amount payable as per item 24 | Rs. | | | | | | | | | |
|--|----------------------------|--------|------|------|------|-------|----------------|-----|------|----|
| 32. Amount payable as per Item 25 | Rs. | | | | | | | | | |
| 33. Total amount payable (in figures) | Rs. | | | | | | | | | |
| In words (Rupees | | | | | | | | | | _) |
| 34. Whether the applicant wants to pay the Lump sum or in annual installments? | e amount in | | | | | | | | | |
| (Lump-sum-Code 1, Two installments- Code Three installments – Code 3, Four installments – Code 5) 35. Amount paid along with the application | ents – Code 4, | | | | | | | | | |
| 36. Bank Account Details * | | | | | | | | | | |
| h) Name of the Account Holder | | | | | | | | | | |
| b) Name of the Bank | | | | | | | | | | |
| c) Name of the Branch | | | | | | | | | | |
| d) Account Number | | | | | | | | | | |
| e) IFSC Code f) MICR Code g) BSR Code | | | | | | | | | | |
| h) Copy of the canceled Bank Cheque | attached (Y/N) | | | | | | | | | |
| * These Bank details will be used in the ev | ent of rejection of applic | cation | n/re | efun | ıd o | f exc | ess a | ımo | unt. | |
| * These Bank details will be used in the event of rejection of application/refund of excess amount. **DECLARATION** I/We hereby solemnly declare that the information furnished in the application is true and correct to the best of my/our knowledge, belief and nothing has being concealed. If the above information is found to be incorrect, concealed, false or fraudulent, the application will summarily be rejected. I/We also understand that the conveyance deed, I/We may obtain through this application is liable to be withdrawn and cancelled unilaterally at any later stage if it is established that the information I/We have furnished in this application is incorrect, concealed, false or fraudulent. **Signature of the Applicant** | | | | | | | | | | |
| Place: Date: | Signatu | ure o | f th | | | | amed 6 is a | | | |