

## CHECK LIST FOR TRANSFER OF SHARE CASES

1. Use only papers (format ) provided by AWHO to avoid typing error. The following Affidavit are required to be submitted :-
  - (a) An affidavit with latest colour photograph by the allottee ((first registrant) with establishing his identity (format enclosed as Appx 'A').
  - (b) An affidavit with latest colour photograph by co-allottee with establishing his identity (format enclosed as Appx 'B').
  - (c) An affidavit with latest colour photograph by co-allottee with establishing his identity (format enclosed as Appx 'C').
2. Stamp paper to be purchased in the name of deponents.
3. Every Page including stamp paper should be signed by deponents.
4. Notarial stamp of Rs 5/- is mandatory to be affixed on each affidavit.
5. Notary will sign on each page of affidavit.
6. Registration No of Notary is mandatory on his stamp.
7. Legal documents on Non Judicial Stamp Paper should be purchased and executed in the State either where the DU is located or where the executants resides, that residential address should be mentioned in affidavit.
8. Documents will be notarized in the same state from where the stamp papers have been purchased.
9. Date of Notarisation and execution should be same.
10. Residential address should be permanent in nature of transferor/transferee.
11. Photographs of transferee on registration application form (AH-30) should be attested by Class I Gazetted Officer/Magistrate.
12. Signature of transferee on registration application form (AH-30) should be countersigned by a Class I Gazetted Officer/Magistrate.
13. PAN is mandatory for the transferee and to be mentioned in the registration application form.
14. Nominee can only be spouse, and/or children. In case of unmarried applicant nominee can be father/mother. In case of unmarried applicant and demise of father/mother, brother/sister can be nominee.
15. If an transferor is a loanee of HDFC/Govt of India/HBA etc then clearance is required in original from the loaning agency which will clearly contain the name of property, station, sector etc where situated.
16. No dues certificate and provisional membership from the society in respect of transferor /transferee is required in original
17. Over typing/cutting/addition/deletion be avoided in all documents. All over typing /cutting/addition/deletion should be signed by both the deponent and Notary.
18. Transferor /Transferee must paste their latest coloured passport size photograph on each affidavit form duly attested by a Notary/Gazetted officer/CI 1 Magistrate.
19. Transfer charges will only be accepted in the form of Demand Draft. Cheques of any type will not be accepted.
20. Two copies of photographs of transferee duly attested by a Gazetted Officer.