



West Bengal Housing Infrastructure Development Corporation Limited

(A Govt. of West Bengal Undertaking)

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**APPLICATION PROCEDURE FOR CHANGE OF PROMOTER-MEMBER OF ALLOTTEE
COOPERATIVE SOCIETIES & TRANSFER OF ALLOTMENT IN FAVOUR OF LEGAL HEIR OF
DECEASED ALLOTTEE OF INDIVIDUAL PLOT**

The following documents are required to be submitted alongwith application/ prayer for transfer of allotment of individual plot in favour of the legal heir/(s) of the deceased allottee.

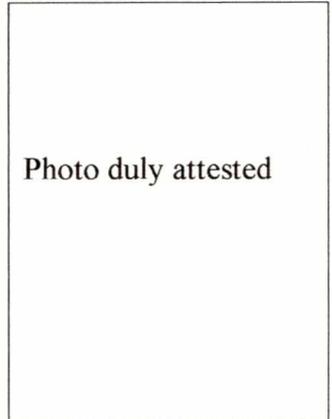
- 1) Attested photo copy of death certificate of the deceased allottee.
- 2) Legal heir certificate issued by local authority in original.
- 3) Bio data of the proposed intending allottee in the annexed format (Annexure – I).
- 4) Affidavit sworn by all legal heir/(s) of the deceased allottee before 1st class Judicial Magistrate/Executive Magistrate regarding succession and also regarding relinquishment of right, share & interest in the plot by all other legal heirs in favour of one among them (if applicable).

Particulars of the changed allottee

Ref: The letter no...../HIDCO/Mktg./

Dated :

- a) Name of applicant
- b) S/o/W/o
- c) Address
- d) Date of birth
- e) Occupation
- f) Total monthly income of family
- g) Application No.
- h) Category
- i) Plot no.
- j) Name of bank
- k) Name of original allottee
- l) Allotment letter no. with date
- m) Reason for change of name (if original allottee is dead, the date of death)
- n) In case of death, name of legal heirs with age & occupation



Date :

Place :

Signature of the present allottee

**List of documents to be submitted alongwith the application
for change of Promoter Member.**

A. Transfer of membership in case of resignation of any Promoter Member.

- Copy of resignation letter of the concerned promoter member duly attested by the Chief Promoter.
- Copy of money receipt of refund amount from the outgoing promoter-member duly attested by the Chief Promoter.
- Application of incoming member addressed to the Chief Promoter of the Cooperative Housing Society for inducting him as member of that Cooperative Society.
- Bio-data as per prescribed format (Annexure-2) and two recent passport size photographs of the intending promoter member. Signature & the photographs of the proposed incoming member are to be attested by the Chief Promoter.
- Affidavit in the prescribed format (Annexure-II) affirmed by the incoming member in original before the Ld. Executive Magistrate/Ld. Judicial Magistrate, 1st class .
- Family income certificate issued by the Local Authority or the authority empowered by State Govt./Central Govt. as the case may be. And IT Return of the intending member (if applicable).
- Latest salary certificate issued by the employer/copy of form-16 by the concerned DDO in case of salaried person in original.
- Copy of the proceedings of the meeting/s of the promoter-member accepting resignation of the original promoter-member and also acceptance of the proposed incoming member.

B. Transfer of membership to legal heir/(s) in case of death of Promoter Member.

- Application of incoming member addressed to the Chief Promoter of the Cooperative Housing Society for inducting him as member of that Cooperative Society.
- Bio-data as per prescribed format (Annexure-2) and two recent passport size photographs of the intending promoter member. Signature & the photographs of the proposed incoming member are to be attested by the Chief Promoter.
- Affidavit in the prescribed format (Annexure-II) affirmed before the Ld. Executive Magistrate/Ld. Judicial Magistrate, 1st class of the incoming member in original.
- Family income certificate issued by the Local Authority or the authority empowered by State Govt./Central Govt. as the case may be. And IT Return (if applicable).
- Latest salary certificate issued by the employer/copy of form-16 by the concerned DDO in case of salaried person in original.
- Attested copy of death certificate of deceased Promoter member.

- Legal heir certificate of deceased promoter member from Local Authority in original.
- If there are more than one legal heir, relinquishment of right, share & interest in membership of the society by other legal heirs in favour of intending member (s) by an affidavit to be affirmed before the Ld. Executive Magistrate/Ld. Judicial Magistrate, 1st class in original (if applicable).
- Copy of the proceedings of the meeting of the Cooperative Society accepting the proposed legal heir/(s) of the deceased promoter member as the intending member.

C. Transfer of membership other than legal heirs/s in case of death of Promoter Member.

- Copy of money receipt of refund amount from the outgoing promoter-member/legal heirs duly attested by the Chief Promoter.
- Application of incoming member addressed to the Chief Promoter of the Cooperative Housing Society for inducting him as member of that Cooperative Society.
- Application form as per prescribed format (Annexure-2) and two recent passport size photographs of the intending promoter member. Signature & the photographs of the proposed incoming member are to be attested by the Chief Promoter.
- Affidavit in the prescribed format (Annexure-II) affirmed before the Ld. Executive Magistrate/Ld. Judicial Magistrate, 1st class of the incoming member in original.
- Family income certificate issued by the Local Authority or the authority empowered by State Govt./Central Govt. as the case may be. And IT Return (if applicable).
- Latest salary certificate issued by the employer/copy of form-16 by the concerned DDO in case of salaried person in original.
- Attested copy of death certificate of deceased Promoter member.
- Legal heir certificate of deceased promoter member from Local Authority in original.
- Prayer to be submitted by the legal heirs to the Chief Promoter supported by an affidavit affirmed before the Ld. Executive Magistrate/Ld. Judicial Magistrate, 1st class, to the effect if they intend to surrender the membership & share in totality to the Cooperative Society in original.
- Copy of the proceedings of the meeting/s of the promoter-member accepting surrender of claims by legal heirs and also acceptance of the proposed incoming member.

Annexure-II of the application form

AFFIDAVIT

I Shri/Smt..... son /daughter/wife of
..... aged about..... Occupation..... residing at
..... do

hereby state on solemn affirmation as under :

- a) Neither I nor my spouse nor dependent children, have availed of benefit either in the form of a plot or house or both under any scheme including Rehabilitation Scheme undertaken by the Project Authority within the said project area.
- b) Neither I nor my spouse nor dependent children have applied for another plot by way of purchase or otherwise from WBHIDCO Ltd.
- c) Neither I nor my spouse nor any dependent child is a member of any other Co-operative Housing Society who has submitted an application to WBHIDCO Ltd. for and under present scheme.
- d) I declare that the total family Income from all sources is Rs. (Rupees) per month as on 1st. March ,

Solemnly affirmed and signed at..... on the..... day of.....

Signed and delivered by within named deponent

Date Place.....

in the presence of

- 1)
- 2)

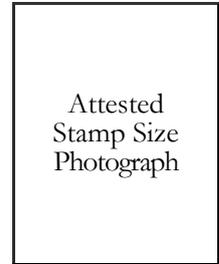
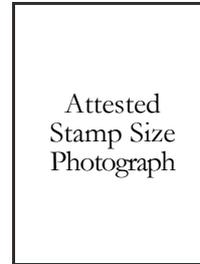
Before

D.M /A.D.M.

Judicial Magistrate / Executive Magistrate

N.B. : In case of joint member affidavit is to be furnished jointly

Information about members of proposed Co-operative Society
(To be filled by each member)



1. a) **Name** (in block letters)
b) **Father's/Husband's Name:**
c) **Name of the joint member:**
d) **Relation with the member:**
2. **Residential Address of member:**
with telephone No.:

Day **Month** **Year** (Age on.)

3. a) **Date of Birth of the member :**
b) **Date of Birth of the joint member :**
4. a) **Occupation of the member :**
b) **Occupation of the Joint member :**
[Service (Govt., Semi Govt.or Private Organization)
Business, Private Practiec / Others]
5. **Total Monthly Family Income (gross):**
(Certificate and/or affidavit in the prescribed format is enclosed)
(as on 01/03/)
6. **Permanent Account No. allotted by Income Tax Department**
if yes , PAN NO.
(If applied for PAN, please enclose a photo Copy of application)
Please enclose a copy of the latest I.T. Returns
a) For Applicant.
b) For joint Applicant .
7. **Name & Address of proposed Co-operative Society:**

I /we hereby declare that I have read and understood the terms and conditions of the Scheme for allotment of Co-operative Housing Society plot in Action Area-II & Action Area-III of New Town Project, Kolkata as explained in this Brochure and agree to abide by the decision of the WBHIDCO Ltd.

Signature of member is attested
by me as Chief Promoter

Signature of the Member

Signature of the Chief Promoter
Full Name of the Chief Promoter

Signature of the joint Member