

**CHECKLIST OF DOCUMENTS REQUIRED ALONG WITH APPLICATION FOR
TRANSFER OF LICENCE**

Sr. No.	Description	Applicant Remarks Document Attached (Yes / No)	
1.	Application should be signed by Authorised Signatory duly authorised through Resolution of Board of Directors for the specific purpose.	☐ YES	☐ NO
2.	Administrative charges @ 10% of licence fee applicable on the date of receipt of the application along with latest ownership documents (mutation and Jamabandi).	☐ YES	☐ NO
3.	Undertaking regarding creation of 3 rd party right on the licenced area	☐ YES	☐ NO
4.	Undertaking to clear outstanding dues on account of EDC/IDC	☐ YES	☐ NO
5.	The colonizer seeking transfer of licence shall submit self-certification alongwith certificate of the Chartered Accountant that 15% profit margin is not exceeded from the project cost at the time of submission of application for transfer of licence (wherein the colonizer has not obtained the completion certificate of the colony) and in case, in future, if it is noticed that the net profit was beyond 15% then the surplus profit alongwith interest @ 12% will be recovered from the colonizer, who is seeking transfer of licence. 15% of the project cost which include cost of land, cost of holding the land, other infrastructure expenditure and Govt. fees etc. incurred upto the submission of application for transfer of licence	☐ YES	☐ NO

After in-principle approval following documents are required to be submitted:

Sr. No.	Description	Applicant Remarks Document Attached (Yes / No)
1.	The colonizer seeking transfer of licence, shall inform all the allottees about the proposed transfer of licence through publication in the leading newspapers (Two English & One Hindi) and also on his website and give time to the allottees for giving their objections to proposed transfer of licence limited to adverse effect on their rights, if any, in the office of concerned Senior Town Planner within a period of 30 days. In addition to this, the colonizer will also inform all the allottees through their e-mail ids, about the proposed transfer of licence. The proposal to transfer of licence will also be hosted on the website of the Department.	☐ YES ☐ NO
2.	After expiry of 30 days period, the concerned Senior Town Planner of the Circle will submit his report on the objections received from the third party right holders, if any received on the proposed transfer of licence alongwith his comments. The decision to transfer the licence will be taken after examining and deciding the objections.	☐ YES ☐ NO