



## ***Kohinoor Co-operative Group Housing Society Ltd.***

**31 – I. P. EXTENSION, DELHI-110092**

### **CHECK LIST FOR MEMBERSHIP BY NOMINEE/LEGAL HEIRS**

- APPLICATION (single/joint) FOR MEMBERSHIP (Sample attached) WITH KYC DOCUMENTS.**
- NOMINATION SLIP/FORM No. 17 - NOMINATOR'S COPY ACCEPTED BY THE SOCIETY / COPY OF WILL.**
- ORIGINAL DEATH CERTIFICATE OF THE NOMINATOR/TESTATOR**
- ORIGINAL SHARE CERTIFICATE.**
- UNDERTAKING FOR USE OF FLAT (Sample attached).**
- DECLARATION FOR ACTIVE MEMBER (Applicable in case of more than one nominee – Sample attached) / Else declare in application itself.**
- PAY TRANSFER FEE OF Rs. 610/-.**
- INDEMNITY BOND. (Applicable in case of more than one nominee/No nominee – Samples attached).**

### **CHECK LIST FOR MANAGEMENT COMMITTEE**

- Verify the name of Nominee, from the Register maintained for the purpose.**
- Issue fresh Share certificate with new serial number and cancel the old one. (May issue with same no. in case of nominee only).**
- Transfer shall be registered in the books.**
- Disposal should be made within 15 days.**
- Check Default amount, if any & issue receipt.**

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## The Form of application for membership by the Nominee / Nominees

To

**The Secretary,**  
**Kohinoor Co-operative Housing Society Ltd.,**  
**31 I.P. Extension Delhi-110092**

Sir

I/We Shri/ Smt..... hereby make an application for membership of the **Kohinoor Co-operative Housing Society Ltd.**, address..... and for transfer of shares and interest of Shri/Shrimati ..... deceased member of the Society, in the capital / property of the Society.

Shri/Shrimati ..... was a member of the Society holding **ONE** shares of Rs.100( One hundred) and Flat No. ..... in the Society's building.

Shri/Shrimati ..... the deceased member of the Society died on ..... A copy of the **death certificate** of the said member is **enclosed**.

The late Shri/Shrimati ..... the deceased member of the Society had nominated me/us under Rule 91(1) of the Delhi Co-operative Societies Rules 2007. **(Proof of nomination attached)**.

Being the **only nominee/ first nominees as per nomination** filed with the Society by the deceased member, I/we am/are entitled to make an application for membership of the Society and for transfer of shares and interest of the deceased member in the capital/property of the Society to my/our name.

I/We have executed the Indemnity Bond in favour of the Society indemnifying it against any claim made at any subsequent time by other nominee/nominees to the shares and interest of the deceased member in the capital/property of the Society. The **said Indemnity Bond is enclosed** herewith.

I/We remit herewith an amount of **Rs. 610/- as entrance fee**, my/our particulars for the purpose of consideration of my application for membership of the Society are as under :

Age : .....

Occupation : .....

Monthly Income Rs.....

Office Address : .....

Residential Address: .....

I/We enclose herewith the **undertaking and the declaration, in the prescribed form**, in respect of the registration of transfer of the Flat / tenement to my /our name under Section 269AB of the Income - Tax Act.

I/We undertake to discharge the present and future liabilities to the Society. As I have no independent source of income, I **enclose herewith the undertaking** in the prescribed form from the person, on whom I am dependent to the effect that he will discharge all the present and future liabilities to the Society on my behalf. I/We have got understood the bye-laws of the Society and undertake to abide by the same and any modifications that the Registering Authority may make in them. I/We request you to please admit me/us as a member of the Society and transfer the shares and interest of the deceased member in the capital/property of the Society to my/our name. **The share certificate held by the deceased member is enclosed herewith.**

I/We undertake to use the flat for purpose for which it was allotted to or acquired by the deceased member and that any change of user will be made with prior approval of the society. the **undertaking** in the prescribed form to that effect is enclosed.

Yours faithfully,

Place :

Date : **(Signature of Nominee/Nominees)**

Note :

- (1) The expression "a member of a family" means as defined under bye-law no. 3 (xxv).
- (2) The undertaking about registration of the Flat is not necessary if the nominee is related to the deceased member within the meaning of Section 2(41) of the Income-tax Act.

ON A HUNDRED RUPEES STAMP PAPER

**The Form of Undertaking to be furnished by the Nominee / Legal Heir Member  
to use the Flat for the purpose for which it is allotted.**

I/We, Shri/Shrimati/Messrs .....

at

presently residing / having address at.....  
member/intending member of the Kohinoor Co-operative Housing Society Ltd.  
Proposed / Registered, having address at 31 I P Extension Delhi -110092 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 of the earlier member under the bye-law of the  
society for the purpose mentioned in the allotment letter issued under bye-laws of the  
Society.

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.

Signature .....

Place :

Date :

## FORM OF INDEMNITY BOND

**To be given on Stamp Paper of Rs.100/- or to be affixed with adhesive stamps of the same denomination.**

***(In case of multiple nominees)***

I, Shri/Shrimati ..... residing at ..... an Indian inhabitant State as under:

2. Shri/Shrimati. ..... residing at ..... was the member of the Kohinoor Co-operative Housing Society Ltd., having address at 31 I P Extension Delhi-110092. He/She was holding Share Certificate No. ..... for One fully paid up shares of Rupees One hundred each, bearing distinctive numbers from ..... to ..... (both inclusive).

3. The said Shri/Shrimati ..... was holding the Flat / tenement No. ..... on ..... floor, in the building of the Society, known/numbered as Kohinoor Co-operative Group Housing Society constructed on the plot of land, bearing No 31 at I P Extension Delhi -110092

4. The said Shri/Shrimati. ..... had nominated the following persons under Rule 91 of the Delhi Co-op. Societies, 2007.

(I) Shri/Shrimati .....

(ii) Shri/Shrimati .....

5. I am duly authorised by the above nominees to make an application for membership in the Society. My name appears first in the said nomination Letter.

6. The said Shri/Shrimati died on or about .....

7. According to the bye-law no. 79 of the bye-laws of the said Society I am entitled to make an application for membership of the said Society and for transfer of the said shares and interest of the said deceased member in the said Flat / tenement to my name. Accordingly, I have made an application for membership of the said Society and for transfer of the Shares and the interest of the said deceased member in the said Flat/tenement to my name.

8. I hereby indemnify and keep Indemnified the said Society and its office bearers against any claim, demand, suit or other legal proceedings by other nominee/nominees claiming either lawfully and /or equitably, through the said deceased Shri/Shrimati .....and shall see that the said society and its office bearers are not put to losses. I further declare and undertake to bear all expenses, costs, charges in respect of any such claim, demand, suit and /or legal proceedings which may be filed by other nominee/nominees either lawfully and/or equitably claiming through the said deceased member of the Society.

9. I am fully aware of the fact that the Society admits me as its member in place of the said deceased member of the Society only on the basis of the indemnity and undertaking furnished by me.

Signature of applicant

Place :

Date :

Signatures of nominees other than applicant

1) .....

2) .....

3) .....

Witnesses :

Names and Addresses of the Witnesses.

(1) Name.....(1) Signature of the Witness.....  
Address .....

(2) Name.....(2) Signature of the Witness.....  
Address .....

Place :

Date :

## **FORM OF INDEMNITY BOND**

**To be given on Stamp Paper of Rs. 100/- or on a paper affixed with adhesive stamps of the same denominations**

**(In case of Single Nominee )**

1. I, Shri/Shrimati ..... of ..... Indian inhabitant, state as under:

2. Shri/Shrimati ..... residing at ..... who was the member of the Kohinoor Co-operative Housing Society Ltd. having address at 31 I P Extension Delhi-92 died on or about .....

3. The said Shri/Shrimati ..... had not made any nomination as provided under Rule 91 of the Delhi Co-operative Societies Rules, 2007.

4. The said Shri/Shrimati ..... was holding the share certificate No. ..... for 1 fully paid up share of Rupees One hundred only.

5. The said Shri/Shrimati ..... was holding Flat/tenement No. ..... on ..... floor in the building of the Society known as Kohinoor Co-operative Group Housing Society Ltd or in the building No ..... constructed on the plot of land bearing No 31 situated at . I P Extension Delhi. -110092

6. The said Shri/Shrimati ..... has left behind me as his/her only heir/the following heirs:

(I) Shri/Shrimati : .....

(ii) Shri/Shrimati : .....

(iii) Shri/Shrimati : .....

(iv) Shri/Shrimati : .....

As I am the only heir of the deceased Shri/Shrimati..... I inherit his/her shares and his/her in the said tenement. According to the bye-law no. 35 of the bye-laws of the said Society, I am entitled to make an application for membership of the said Society and for transfer of the said shares and the interest of the said deceased member in the said Flat/tenement to my name. Accordingly, I have made an application for transfer of the said shares and the interest of the said deceased member in the said Flat to my name.

OR

According to the bye-law no.35 of the bye-laws of the Society, all the above heirs have jointly made an affidavit, and have suggested my name to make an application for Joint/Associate membership of the said society and for transfer of the said shares and

the interest of the said deceased member in the said Flat/tenement/plot of land to our name. Accordingly, I have made application for membership of the said Society and for transfer of the said shares and the interest of the deceased member in the said Flat/tenement to my name.

7. I hereby indemnify and keep indemnified the said Society and its office bearers against any claim, demand, suit or other legal proceedings by any other heir/heirs, either lawfully and /or equitably through the said deceased Shri/Shrimati ..... and shall see that the said society and its office bearers are not put to losses. I further declare and undertake to bear all expenses, costs, charges in respect of any such claim, demand, suit and/or legal proceedings, which may be filed by any other heir/heirs, either lawfully and/or equitably, claiming through the said deceased member of the Society.

8. I am fully aware of the fact that the Society admits me as its member in place of the said deceased member of the Society on the basis of the indemnity and undertaking furnished by me.

Signatures

Place :

Date :

- 1) .....
- 2) .....
- 3) .....

Witnesses :

(1) Name ..... (1) Signature of the Witness.....

Address .....

(2) Name ..... (2) Signature of the Witness.....

Address .....

Place:

Date:

**THE DELHI CO-OPERATIVE SOCIETIES RULES, 2007**  
**FORM - 22**  
**(See rule 93)**

Application of transfer of share and interest as provided in section 80 by a nominee, heir, or legal representative of deceased member - allottee in respect of lease hold land where the property has not been converted to free hold of a cooperative housing society.

To  
The Secretary  
Kohinoor Cooperative Group Housing Society Ltd.  
31 I P Extension Delhi Pin 110092

**Sub: Application for transfer of share and interest of Late/Sh/Smt/Ms**  
**S/o, W/o, D/o \_\_\_\_\_**  
**Membership No \_\_\_\_\_ of the Kohinoor Cooperative Housing Society Ltd.**

Sir,

I am the nominee, heir legal representative of Late/Sh/Smt/Ms \_\_\_\_\_  
S/o.W/o.D/o \_\_\_\_\_ resident  
of \_\_\_\_\_ Pin \_\_\_\_\_ a member allottee of  
the cooperative housing society who was occupying a lease hold property No  
\_\_\_\_\_ in the cooperative housing society. This nomination has already been  
recorded in the books of the cooperative housing society or through a registered  
"Will" of the deceased. Certified copy of this is enclosed.

- (2) As the land to the cooperative housing society has been allotted on perpetual lease basis by the lessor, therefore I, request the committee of cooperative housing society to forward the application, for transfer of share and interest to the Delhi Development Authority with its recommendations in the form of the resolution of the committee in terms of the perpetual lease deed of the Land allotted to the cooperative housing society by the lessor. For this purpose duly completed necessary documents as prescribed by the Delhi Development Authority are also enclosed in duplicate for onward transmission to the Delhi Development Authority for their approval..
- (3) You are also requested to intimate dues of the deceased member of the cooperative housing society in respect of the property which will be paid to the cooperative housing society by me.
- (4) On mutation of the transfer of occupancy right in respect of said property by the Delhi Development Authority, the share and interest in respect of the said property may kindly be transferred in my favour in the name of the first person as appearing in nomination/will and other nominee(s) may be enrolled as joint

member(s), as provided in section 78. Simultaneously, I may also be enrolled as member of the cooperative housing society. I am not required to pay transfer fee under section 79, therefore, I hereby undertake to pay admission fees on demand from the cooperative housing society.

- (5). I hereby undertake and confirm that I shall always be governed by the provisions of the Delhi Cooperative Societies Act, 2003 read with rules framed thereunder, bye-laws and regulations framed by the general body of members of the cooperative housing society from time to time
- (6). I, hereby, also undertake to give an indemnity bond, indemnifying the cooperative housing society for any loss, liability, legal action etc on account of transfer of share and interest of the deceased in my name.

Kindly acknowledge receipt of the application on the third copy of the application; which is being submitted in duplicate.

Thanking you

Yours faithfully,

**Name & Signature(s)**

**Address of the nominee(s).....**

**Pin.....**

**Encl :**

- (1) Proof of claim as of nominee, heir, or legal representative.
- (2) Completed application in duplicate as prescribed by the DDA for its onward transmission to the DDA for transfer of share and interest of the deceased; out of which one copy may kindly be retained for cooperative housing society's records.

**Place :**

**Date:**

**APPENDIX - 17**  
**[Under the Bye-law No. 35]**

**Application for Membership by the Heir of**  
**the Deceased Member of the Society**

To,

The Secretary  
Kohinoor Co-operative Housing Society Ltd.,  
31 I P Extension Delhi-110092

Sir,

I, Shri/Smt \_\_\_\_\_ hereby make an application for membership of the Kohinoor Co-operative Housing Society Ltd., having address at \_\_\_\_\_ and for transfer of shares and interest of the deceased member or the society in the capital / property of the society.

Shri/Smt \_\_\_\_\_ who was a member of the society and holding One shares of Rs. Hundred only and the Flat No. \_\_\_\_\_ in the society's building, died on \_\_\_\_\_ without making a nomination, His / Her death certificate is enclosed.

I hereby state that I am the only heir of the said deceased member / there are \_\_\_\_\_ heirs of the deceased member and all of the heirs have made an affidavit choosing me to make an application for membership of the society and for transfer of shares and interest of the deceased member in the capital / property of the society to my name. The affidavit in original is enclosed.

I have also executed an Indemnity Bond in favour of the society Appendix 18(2), indemnifying it against any claim made by any other person / persons or heir / heirs at any subsequent time in respect of the shares and interest of the deceased member in the capital / property of the society.

I remit herewith an amount of Rs.100/- as entrance fee.

My particulars for the purpose of consideration of my application for membership of the society are as under :

Age : \_\_\_\_\_

Occupation : \_\_\_\_\_

Monthly income : Rs. \_\_\_\_\_

Office Address : \_\_\_\_\_

Residential Address : \_\_\_\_\_

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

Sr. No.	Name/s of the Person	Perticulars of the plot / house owned by the applicant or by any of the members of his family or a person dependent on him in the area of operation of the society	Location of the plot / flat / house
1	2	3	4

I undertake to use the flat for the purpose for which it was held / acquired by the deceased member and that any change of user will be made with the prior approval of the society. The undertaking in the prescribed form to that effect is enclosed. (Appendix 3).

I enclose herewith the undertaking and the declaration in the prescribed forms that I will disclose of the plot / flat / house, owned by me or any of the members of my family, or the person dependent on me, the details of which are given above.

I enclose herewith the undertaking and the declaration in the prescribed forms about registration of the transfer of the flat to my name under Section 269 AB of the Income-tax Act and about non-holding of immoveable property in excess of 500 sq. mtrs. under the Urban Land (Ceiling and Regulation) Act.

I undertake to discharge the present and future liabilities to the society / As I have no independent source of income, I enclose herewith the undertaking in the prescribed form from the person, on whom I am dependent to the effect that he will discharge all the present and future liabilities to the society on my behalf.

I 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.

I request you to please admit me as a member of the society and to transfer the shares and interest of the deceased member in the capital / property of the society to my name. The share certificate held by the deceased member is enclosed herewith.

Yours faithfully,

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Note : (1) the expression "a member of a family" means as defined under bye-law No. 3(xxv)

(2) The undertaking about registration of the flat is not necessary if the nominee is related to the deceased member within the meaning of Section 2 (41) of the income-tax Act.