

## **CHECK LIST FOR APPLYING MEMBERSHIP BY PURCHASER/OWNERSHIP THROUGH GIFT DEED/RELINQUESEMENT DEED**

- ❖ Form-20 Application for transfer of share with KYC documents.
- ❖ Form-21 Affidavit
- ❖ Form-19 Letter of consent
- ❖ Attested copy of Registered Power of Attorney or Registered Agreement for Sale or registered sale deed/Conveyance deed/Gift deed/Relinquishment deed, as the case may be.
- ❖ Original copy of Share certificate (in case the original share certificate is not available, the transferee shall execute an **indemnity bond** to indemnify the society for any losses caused on this account).
- ❖ Payment of Rs.500/- transfer fee for the common good fund of the co-op society & submit receipt.
- ❖ Pay Share money. (Rs.100/- + Rs.10/-)
- ❖ Pay admission fee as per by laws of the society. (Rs. 10000/-)(in case of resale only)
- ❖ Pay all pending dues of the flat, if any.
- ❖ Form-18 from Transferor.

## **CHECK LIST FOR MC**

- ❖ Committee shall grant membership to the applicant within 30 days after the submission of his application on Form 20 of DCS-RULES 2007.
- ❖ Resolve in MC meeting for Addition & Deletion of member.
- ❖ Addition & Deletion in the membership register.
- ❖ Issue receipt for payment.
- ❖ Issue new Share Certificate having new membership number.

### **THE DELHI CO-OPERATIVE SOCIETIES RULES, 2007**

FORM - 18

(See sub-rule (2) of rule 92)

(Application of notice of intimation of a member/occupancy right holder to transfer his share and interest in the cooperative housing society.)

To  
The Secretary  
Kohinoor Cooperative Group Housing Society Ltd. Plot 31 I P Extension Delhi  
(Known as Bharat Apartments) Pin\_110092

**Subject: Intimation of transfer of share and interest in respect of flat No\_\_\_\_ in the Kohinoor Cooperative Group housing society.**

Sir,

Sh/Smt/Ms\_\_\_\_\_S/o,W/o,D/o\_\_\_\_\_  
\_\_\_\_\_resident of\_\_\_\_\_ Pin  
\_\_\_\_\_ a member/a person who has acquired occupancy right in flat No\_\_\_\_\_ measuring\_90 sq meters numbers of the Kohinoor Cooperative Group Housing Society Ltd. Plot 31 I P Extension Delhi(Known as Bharat Apartments) Pin\_110092.

Share Certificate No \_\_\_\_\_ containing fully paid up share of Rs 100 bearing distinctive numbers from \_\_ to\_\_ (both inclusive), popularly known as Kohinoor Cooperative Group Housing Society Ltd hereby give you notice as required under rule 92 of Delhi Cooperative Societies Rules, 2007 to transfer my share and interest in respect of my said flat No \_\_\_\_ .(please fill detail of buyer above)

Yours faithfully

Signature

Name :

Address:

Transferor ( Sellor)

PAN \_\_\_\_\_

Place :

Date:

**THE DELHI CO-OPERATIVE SOCIETIES RULES, 2007**

**FORM - 19**

(Sub-rule (2) of rule 92)

Letter of consent of the society for the transfer of share and interest of the member/persons who has acquired occupancy right

To  
The Sh /Smt/Ms.

**Sub : Consent letter to acquire share and interest in respect of Flat No\_\_\_\_\_ in the Kohinoor Cooperative Housing Society Ltd.**

Sir,

Sh/Smt/Ms\_\_\_\_\_ S/o,W/o,D/o\_\_\_\_\_ resident of \_\_\_\_\_ Pin \_\_\_\_\_ a person who has acquired occupancy right by purchasing flat No \_\_\_\_\_ of the Society to , proposes to transfer the Share and Interest in the Capital Property in the Society, to me/us. I/We hereby give consent for the purposed transfer of Share and Interest of Shri/Smt/Ms \_\_\_\_\_ in the capital/property in the Kohinoor Cooperative Group Housing Society Ltd under Rule 92 of the Delhi Cooperative Society Rules, 2007.

(detail of SELLER)

Yours faithfully

Name

Transferee:-

PAN

**THE DELHI CO-OPERATIVE SOCIETIES RULES, 2007**

**FORM - 20**

**(See sub-rule (2) of rule 92)**

**Application of Membership**

**(For Purchaser having Registered Sale deed/ Sale deed/ Gift deed/Relinquishment deed/ Conveyance deed of a Flat in Housing Co-operative Society)**

To

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

**(On the basis of Sale deed/ Gift deed/Relinquishment deed/ Conveyance deed)**

**Sub:-Transfer of membership**

Sir,

1. That I am submitting my application for membership with the following details and information in pursuance of provision of Section 91 of D.C.S. Act 2003 as amended and enforced w.e.f. 13.1.2007.
2. That I have purchased or get transfer of ownership through Gift deed/ Relinquishment deed of Flat No. \_\_\_\_\_ in the Cooperative Group Housing Society popularly known as Kohinoor CGHS from Shri/Smt./Ms. \_\_\_\_\_ S/o/W/o/D/o \_\_\_\_\_ through instrument of registered Deed are enclosed.
3. That the original Demand Draft/Cheque in favour of Kohinoor Cooperative Housing Society Ltd No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank of Rs.610/(Rupees Six hundred ten only) as transfer fee and Share money and Admission Fee is enclosed.
4. That I confirm that I have read the Byelaws of the Cooperative Housing Society and shall abide by them in the affairs/matters of the Kohinoor Cooperative Housing Society relating to me vice versa. Further I confirm that I am eligible to be member of the cooperative housing society.
5. That my personal details are as under:-
  - a. Name :
  - b. Father's/Husband Name:
  - c. Date of Birth :-
  - d. Permanent Address:-
  - e. Telephone No.
  - f. PAN No.

6. I hereby also undertake to share liability, if any of the original member in respect of dues towards the society.

Now I request that I may be enrolled as a regular member of the cooperative housing society with all privileges, rights, liabilities, etc. Assuring you my full cooperation all the time.

Yours faithfully

(Name & Signature of Applicant)

Encl. As per list.

**THE DELHI CO-OPERATIVE SOCIETIES RULES, 2007**  
**FORM - 21**  
**(See sub-rule (2) of rule 92)**  
**AFFIDAVIT**

I, \_\_\_\_\_ S/o,D/o,W/o,Shri \_\_\_\_\_

R/o \_\_\_\_\_ Delhi/New Delhi,

Do hereby solemnly affirm and declare as under:-

1. That I have purchased /get ownership through gift deed/relinquishment deed Flat No. \_\_\_\_\_ from Shri / M/s \_\_\_\_\_ s/o or d/o or w/o \_\_\_\_\_ in the Coop. Group Housing Society popularly known as **Kohinoor Coop. Group Housing Society Ltd.I P Extn. Delhi -92** Through instrument of Sale Deed/ gift deed/relinquishment deed/Conveyance deed.

That I have purchased/got flat no \_\_\_\_\_ in the society.

2. That I confirm that I shall abide by the Byelaws of the Society applicable to members.
3. That I also undertake to share liability if any of the original member in respect of due towards the Society past or present.
4. That I hereby indemnify the society from any claim on account of original share certificate or any other document of the original member.

***Deponent***

VERIFICATION:-

I, the above said Shri/Smt. \_\_\_\_\_ S/o/D/o/W/o  
R/o \_\_\_\_\_

do hereby solemnly affirm and declare that the contents of the above paras are correct and true to the best of my knowledge and belief and nothing has been concealed and or suppressed and or misrepresented.

Verified at Delhi on this \_\_\_\_\_ day of \_\_\_\_\_ 2025

Deponent