

From Member:

From:

Date :

The Secretary
Kohinoor Co Operative Group Housing Society Ltd.

Subject: **Request for Transfer of Flat Ownership – Flat no** _____

On

Dear Sir/Madam,

I am writing to request the transfer of ownership of Flat No. [Flat Number] located at [Society Address] to my name. This flat was previously owned by my deceased [Relationship to deceased, e.g., father, mother, husband] [Deceased's Full Name], who passed away on [Date of Death]. A copy of his/her death certificate is enclosed for your reference.

[Choose ONE of the following options, depending on your situation:]

- **If a will was left:**
- "My late _____ left a registered will in my favor, where he/she appointed me as the sole beneficiary of all his/her assets, including the aforementioned flat. A certified copy of the will is enclosed."
- **If a nomination was filed with the society:**
- "My late _____ had nominated me as the sole nominee for this flat. A copy of the nomination form is enclosed."
- **If there is no will or nomination:**
- "As per late _____ legal heirs, I am _____ to and am entitled to inherit the flat. I am providing a copy of [Succession Certificate/Letters of Administration/Family Arrangement Deed] to establish my legal claim. I am also enclosing [No Objection Certificates] from other legal heirs."

I have also completed the necessary formalities required by the society, including [mention any specific steps taken, e.g., submitting an indemnity bond, paying transfer fees]. I kindly request you to process the transfer of ownership as soon as possible.

Thank you for your time and assistance. I can be reached at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,

Your Name
Contact No

Legal Documents:

Always include the relevant legal documents to support your claim (e.g., will, nomination form, succession certificate, etc.).

Indemnity Bond:

The society may require you to execute an indemnity bond to protect them against any future claims.

No Objection Certificates (NOCs):

If there are multiple legal heirs, you may need to get NOCs from them to ensure a smooth transfer.

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Confirmation of membership

To

Date :

Subject: ***Confirmation of Membership in Kohinoor Cooperative Group housing society I.P. Extension on account of transfer of property through sale deed/Conveyance deed/Gift deed/ relinquishment deed in your name in lieu of previous owner _____***

Dear [Member's Name],

This letter serves to formally confirm your membership in Kohinoor Cooperative Group housing society Ltd located in I.P. Extension Patparganj, Delhi. Your membership application has been reviewed and approved by the Managing Committee.

We are pleased to welcome you as a member and look forward to your active participation in the affairs of the society. Please note that your membership is subject to the provisions of the Delhi Cooperative Societies Act and the by-laws of Kohinoor Cooperative Group housing society Ltd

You can find a copy of the society's by-laws attached to this letter with Share certificate in original issued in lieu on surrender of share certificate by previous owner Please familiarize yourself with these rules and regulations.

If you have any questions or require further information regarding your membership or the society's operations, please do not hesitate to contact us

Sincerely,

President

Kohinoor CGHS

Copy to : Registrar, DCS old court building Sansad Marg Delhi-110001

NOC request by Member

From :

Date

To,

The Society President/Secretary
Kohinoor Cooperative Group housing society ltd,
I.P. Extension Delhi -110092

Subject: Request for No Objection Certificate (NOC) for Sale of Flat

Dear Sir,

I, _____, resident of Flat No. _____, Floor _____ am writing to request a No Objection Certificate (NOC) from your society for the sale of my flat. I am intending to sell my flat to _____ and require this NOC for the purpose of the sale transaction.

- **Purpose of NOC:**

- Sale of the above-mentioned flat.
- Or any other purpose –(mentioned here clearly)

I have cleared all outstanding dues and maintenance charges as per the society rules and regulations. I kindly request you to issue the NOC as soon as possible. I would be grateful for your cooperation in this matter.

Thank you for your time and attention.

Sincerely,

Your Name

Contact Information

On the letter head of the society

Subject: No Objection Certificate (NOC) for Property Conversion to free hold/ sale of property.

To Whom It May Concern,

This letter serves as a No Objection Certificate from Kohinoor Cooperative Group housing society Ltd regarding the Flat no 2D On 3rd floor, measuring 90 SqMeter within our society.

We hereby confirm that Mrs _____ a registered member of our society, has requested to convert the above-mentioned property for Free hold.

We have no objections to the conversion of the property as requested by [Member's Name], provided that all applicable regulations and bylaws of the society and the local authorities are adhered to.

We also confirm that Shri/Smt _____ has fulfilled all their obligations towards the society, including payment of maintenance charges, and As concern of

This NOC is being issued solely for the purpose of Conversion to free hold.

For and on behalf of

Kohinoor Cooperative Group Housing Society Ltd.

President

Date:

