

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.

By Member (Tenant Intimation)

From:  
Smt/Shri.....  
Address.....  
.....

Date:

Dear President/Secretary,

I am writing to formally inform the society about a tenant moving into my Flat no ..... at Kohinoor Co Operative Housing Society Ltd 31 I P Extension Delhi-110092

The tenant Smt/Shri....., is scheduled to move in on ..... He/She is a ..... (Student, working professional, etc.), **mobile No** ..... and is looking forward to being part of our community.

It is essential for the society to remain informed about changes within the residency, and I believe it is important for us to make Smt/Shri..... feel welcome. If there are any specific guidelines or requirements regarding welcoming new tenants that the society adheres to, please let us know.

Detail to Tenant family member going to reside:

Name	Relationship	age
1.		
2.		
3.		
4.		

The vehicle ..... (no and make) is maintained by him/her

Thank you for your attention to this matter. If you have any questions or require further information, I can be reached at Your Email Address.

1. Please find cheques for Rs 1000/-as one-time charges for tenancy. 2. Copy of lease agreement and police verification report & KYC detail of tenant.

Sincerely,

( ..... )

## **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 3<sup>rd</sup> 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:

