

CHECK LIST

(For the purpose of Transfer u/s 85(9) of W.B.C.S. Act 1983 read with Rule 142 of W.B.C.S. Rules, 1987)

1. Name of the Coop. Housing Society:
2. Name of the transferor:
3. Name of the transferee:

- Sl. No.	Documents required	Submitted	Not submitted	Remarks
1.	Application for membership in form XXIX			
2.	Resignation u/r. 142(3) of WBCS Rules 1987.			
3.	Resolution of the Board of Directors accepting resignation of transferor as well as admission of transferee, mentioning therein the non-encumbrant nature of the flat to be transferred.			
4.	Agreement for sale(registered/notarized) along with memo. of consideration.			
5.	Affidavit of transferee in original u/s. 85 of W.B.C.S. Act. 1983.			
6.	Registered deed in favour of proposed transferor/ allotment letter issued by office bearer of the society prior to 13.10.95 in the name of proposed transferor (Full payment document for mortgage cases)			
7.	Proof of membership in the shape of relevant page of registered bye law of the society indicating the signature of proposed transferor /approval letter in the name of proposed transferor from registering authority.			
8.	Salary certificate showing deduction of professional tax/Profession Tax Certificate in form XIX u/s. 24 A(1) of W.B. State Tax on Profession Trade, Calling & Employment Act, 1979, for other than salaried person/Affidavit in original for P-Tax in case of retired person/housewife/student(transferor) not engaged in any profession.			
9.	Two passport sized photographs duly authenticated by the Secretary of the Society.			
10.	No objection certificate from Urban Development Department in the cases of transferor in Urban Development Area/NOC from KIT/KMDA as per deed.			
11.	NOC from West Bengal Housing Federation Ltd. (in cases of mortgage)			
12.	Miscellaneous			

All the photocopies submitted by the society be authenticated by the Secretary of the Society

Signature of the dealing officer

(Visit our website www.coopwb.org for guidance)