

**NavNirman Co-operative Group Housing Society Ltd.**  
Ankur Apartment, Plot No.-7, I.P. Extension, Delhi-92 ( Regn. No. 321(g/H)

**Documents of Transfer of Membership**

**Documents to be enclosed with application by the owner/Joint Owner for New Membership**

1. Application of Membership ( Format, as per Form-20, DCS Rule 2007)
2. Affidavit duly notarized Rs. 10/- ( Format, as per Form-21, DCS Rule 2003)
3. Affidavit duly notarized Rs.10/- as per Bye-laws ( Format given by Society)
4. Copy of Sale Deed/Title deed duly self-attested by the applicant.
5. Copy of Conveyance Deed duly self-attested by the applicant.
6. Copy of allotment letter of Flat duly self-attested by the applicant
7. Copy of possession letter of Flat duly self-attested by the applicant
8. Copy of Share certificates ( 25 number) of Flat duly self-attested by the applicant
9. Copy of Adhar Card & PAN card of applicant duly self-attested by the applicant
10. Two Passport size photo one paste in Form-20 application & one affidavit
11. Membership fee Cheque in favor of "NavNirman Co-operative Group Housing Society Ltd." of Rs.3010/- ( Breakup -share money Rs.2500 + Transfer Fee Rs.500/- + Admission Fee Rs.10/-)
12. Ensure that there is no due to the society, if it so may be cleared before applying for the membership.
13. Additional documents required In case the flat is acquired by legal heir/registered will
  - (a) Copy of Surviving Member or legal heir certificate duly registered in the Government.
  - (b) Copy of Relinquish Deed registered in the Sub-Register Office.
14. As per DCS Act 2003 (Section No.91) only one membership is allowed irrespective of owning number of flats by the purchaser.
15. If any other requirement of papers accordingly shall inform to the Owner/applicant.

**Documents to be enclosed with application of Joint Membership**

1. Application of Joint Membership ( Format, as per Form-20, DCS Rule 2007)
2. Affidavit duly notarized Rs. 10/- ( Format, as per Form-21, DCS Rule 2007)
3. Affidavit duly notarized Rs.10/- as per Bye-laws ( Format given by Society)
4. Copy of Adhar Card & PAN card of applicant duly self-attested by the applicant
5. Two Passport size photo one pasted in Form-20 application & one affidavit.
6. Joint Membership Fee as applicable in law.
7. Relationship proof for joint membership like -Self Declaration and evidence of relation with the primary member -Joint membership is restricted to only person in **first degree blood relationship** and Rule 2(g) of the DCS Rule 2007 defines the first degree blood relation means father, mother, brother, sister, son, daughter or spouse.
8. Required Declaration of joint owner naming the Primary Member for Voting/other related issue in the society.

Sub rule (1) of Rule 22 permits admission of joint members along with the primary member, subject to certain conditions. The said rule reads as follows:-

Procedure for admission of joint member, minor and person of unsound mind and inheriting the share or interest of deceased member

(1) A co-operative society may admit joint member provided the proposed joint member make a declaration in writing that the person whose name stands first in the share certificate shall have the right to vote and all other rights shall be enjoyed jointly and severally and liabilities shall be borne jointly and severally by them as provided under the Act, the rules and the bye-laws:

PROVIDED that in case of inability of the person whose name stands first in share certificate, he/she can authorize the other to vote and attend the meeting on his behalf.
9. If any other requirement of papers accordingly shall inform to the Owner/applicant.

THE DELHI CO-OPERATIVE SOCIETIES RULES, 2007

FORM - 20

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

Application of Membership

photo

To

The Hony. Secretary,  
NavNirman C.G.H.S. Ltd.  
Ankur Apartment, Plot No.-7, I.P.Extension  
Patparganj, Delhi-110092

Sub:- Application of Membership/Joint Membership in the NavNirmanC.G.H.S.Ltd.

Sir,

1. That I/We 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/We have purchased Plot/Flat No. \_\_\_\_\_ Floor \_\_\_\_\_ single/joint owner in the **NavNirman Co-operative Group Housing Society Ltd.**, Plot No.-7, I.P.Extension, Patparganj, Delhi-92, popularly known as **Ankur Apartment** from Shri/Smt./Ms. \_\_\_\_\_ S/o/W/o/D/o \_\_\_\_\_ through instrument of Sale Deed. Certified copies of Allotment Letter/Possession letter/Conveyance Deed/ Sale Deed are enclosed.
3. That the original Cheque/Demand Draft/Pay Order payable in Delhi in favour of NavNirman Cooperative Group Housing Society Ltd. vide No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as transfer fee and Share money and Admission Fee is enclosed.
4. That I/We confirm that I/We have read the Byelaws of the Cooperative Housing Society and shall abide by them in the affairs/matters of the NavNirman Cooperative Group Housing Society Ltd., Plot No.-7, I.P.Extension, Patparganj, Delhi-92, relating to me vice versa. Further I/We confirm that I/we am/are eligible to be member of the cooperative housing society.
5. That my/our 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.& copy -
  - g. Adhar Number & Copy -
  - h. If allocated space of parking Vehicle (parking No. & Place) :
6. I/We hereby also undertake to share liability, if any of the original member in respect of dues towards the society.
7. I/we hereby undertake that I/we shall not include the area of parking space in sale deed (which is on common land) allotted to me that only facilitate parking of vehicle.

Now I/we request that I/we may be enrolled as a regular member of the NavNirman Co-operative Group Housing society Ltd. with all privileges, rights, liabilities, etc. and assuring you my full cooperation all the time.

Yours faithfully

Signature & Name

Affidavit as per required points of Bye laws of society & DCS Act & Rules

Affidavit

I..... S/o. / W/o. Sh..... R/o..... have purchased / acquired the flat No..... in NavNirman Cooperative G/H. Society Ltd. Ankur Apartments, 7.I.P. Extension Delhi 92, through sale deed/Gift deed/ inheritance or any other means.

Do hereby solemnly affirm and declare as under:-

1. That I am resident citizen of India.
2. That I am residing in Delhi NCT for more than three years.
3. That I am applying in the specified form by the co-operative society for membership along with a declaration, that I am not a member of any other co-operative society having similar objects.
4. That I shall abide by the rules, regulations and Bye Laws of this cooperative Society religiously and shall maintain cooperative culture in this society and fulfil all other conditions.
5. That I shall pay all outstanding dues if any and shall also pay all payment as demanded by the society time to time without any delay.
6. That I shall not change the structure of the flat as and when doing repair/renovation inside the flat in the society and that I will seek permission from society office before taking up repair/renovation work.
7. That I shall never encroach upon common areas (like staircase, parking & green areas and pathways etc.) of the society.
8. That I shall follow the rules of the society for parking of vehicles.
9. That I am not directly or indirectly dealing in purchase or sale of immovable properties either as principal or as agent in the NCT of Delhi.
10. I do not own residential house/flat or a plot of land for construction of residential house in NCT of Delhi in my own name or in the name of my spouse or any of dependent children.
11. In case I have pet animals, I will take care that it should not be unleashed and does not defecate within the society premises and follow the Government norms regarding animals.

**Deponent**

**VERIFICATION:-**

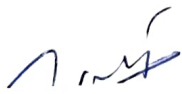
I, the above said Shri/Smt. \_\_\_\_\_

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 \_\_\_\_\_ 20









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 Plot/Flat No. \_\_\_\_\_ from Shri / Smt./Ms. \_\_\_\_\_ s/o or d/o or w/o \_\_\_\_\_ in the **NavNirman Co-operative Group Housing Society Ltd.**, Plot No.-7, I.P.Extension, Patparganj, Delhi-92 popularly known as Ankur Apartment through instrument of Sale Deed.
2. That I have purchased \_\_\_\_\_ no. of flat in the society.
3. That I confirm that I shall abide by the Byelaws of the Society applicable to members.
4. That I also undertake to share liability if any of the original member in respect of due towards the Society past or present.
5. 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 \_\_\_\_\_ 20

Deponent