

## **EXECUTION OF SALE DEED MADE EASY**

### STEP 1: SOCIETY

1. Beneficiary fills the Input form and submits to the society
2. The society representative verifies the details filled in the Input form
3. Beneficiary clears all pending dues by making due payments
4. Beneficiary makes payment of Rs. 255/- (5shares @ Rs.50/- each plus Rs.5/- joining fees) towards the issue of the share certificate along with the membership form and nomination form.
5. Society shall issue the Share Certificate
6. Society shall issue "NO DUES CERTIFICATE", a photocopy of the same shall be kept for office records.
7. Society representative shall put his initial on the Input form.

### STEP 2: CGEWHO

1. Beneficiary shall present (i) Input form (ii) No Due Certificate along with its photocopy (iii) Possession letter (iv) Handing over / Taking over certificate (v) Annexure-I (giving details of loans availed) with its photocopy
2. Give an undertaking for mortgaging in case of HBA/loans
3. CGEWHO shall add the copy of the plan of the corresponding flat, duly certified, along with the Input form. (Beneficiary to ensure the same)
4. CGEWHO representative puts initial on the Input form after verifying the information provided
5. Two passport size colour photograph, photocopy of Voter/ID-card and photocopy of PAN card to be submitted alongwith the Input form. (Write the name and flat number on the backside of photographs)

### STEP 3: ADVOCATE

1. Advocate shall collect Input form with enclosures from CGEWHO representative
2. Advocate shall return with the corresponding sale deed duly typed with the inputs provided by the beneficiary.
3. CGEWHO + beneficiary shall go through the sale deed and verify the contents of the sale deed, and report on correction if any with respect to the typographical errors or spelling mistakes
4. Together beneficiary, CGEWHO representative and advocate shall decide on the date and timing of the of execution of the sale deed at the Registrar Office.
5. Beneficiary shall make the payments towards the stamp duty, registration charges, Miscellaneous charges and Legal charges to the advocate.
6. Reach the Registrar Office (Memnagar), Polytechnic Campus, Panjara Pole, Ahmedabad on the decided date and time and execute the sale deed.