

**Documents Required New Member NOC:**

- **Ensure that the Maintenance Charges are paid up-to-date.**
- **Attach Under Taking in the format.**
- **Attach One Pass Port Size Photo & ID Proof of the Purchaser.**
- **Photo Copy of Agreement to sale.**
- **Request letter from Original Allottee for NOC.**
- **Attach Photo Copy of ID Proof of Original Allottee.**
- **Photo Copy of Registration of Original Allottee.**
- **Photo Copy of Allotment letter cum Call up Notice.**
- **Photo Copy of Possession cum Occupation Letter.**
- **Photo Copy of Handing / Taking Over Certificate.**
- **Photo Copy of Certificate.**
- **Photo Copy of Final Call-Up-Letter.**
- **All documents should be Self Attested.**
- **Transfer Charges of**
  - (1) A Type
  - (2) B Type
  - (3) C Type
  - (4) C1 Type

**(Payable by DD/CHEQUE only)**

**IN THE NAME OF KV-II, AOA**

## **Documents Required For Mutation (DEATH CASE)**

- **Ensure that the Maintenance Charges are paid up-to-date.**
- **Request Letter for Mutation.**
- **Copy of Transfer Letter from CGEWHO.**
- **One Pass Port Size Photo.**
- **Attach Photo Copy of ID Proof.**
- **Photo Copy of Flat Registration.**
- **All documents should be Self Attested.**
- **Affidavit from children.**
- **Attach Photo Copy of Possession Letter.**
- **Attach Photo Copy of Handing & Taking Over Certificate.**
- **Attach Under Taking in the format.**
- **Copy of Death Certificate.**

## **Documents Required For Mutation**

- **Ensure that the Maintenance Charges are paid up-to-date.**
- **Request Letter for Mutation.**
- **Copy of Transfer Letter from CGEWHO.**
- **One Pass Port Size Photo.**
- **Attach Photo Copy of ID Proof.**
- **Photo Copy of Flat Registration.**
- **All documents should be Self Attested.**
- **Affidavit from children.**
- **Attach Photo Copy of Possession Letter.**
- **Attach Photo Copy of Handing & Taking Over Certificate.**
- **Attach Under Taking in the format.**
- **Copy of Death Certificate.**

## **Documents Required For Mutation: (RELATION)**

- **Undertaking**
- **Application Form**
- **Id Proof**
- **Paper Of Registry**
- **Address Proof**
- **Photocopy Of Possession Letter**
- **Handing Taking Over Certificate**
- **Ensure That The Maintenance Charges Are Paid Up-To-Date.**
- **One Pass Port Size Photo.**

# UNDERTAKING

(To be enclosed with the application for NOC)

I / We, ..... Purchaser  
of Flat No..... Pocket No. .... and Stilt No. 1) Car.....  
2) Scooter ..... in Kendriya Vihar-II, Sec-82, NOIDA, do hereby  
certify that I have not encroached upon common areas in the Kendriya  
Vihar II, Sector-82, Noida. I also give an undertaking that I will not  
encroach upon the common areas of the Society in future.

Date: .....

Signature:.....

Name: .....

Address: .....

.....

Contact No:.....