

**DOCUMENTS REQUIRED IN CASE OF REQUEST FOR ISSUE OF
NOC FOR TRANSFER OF DWELLING UNIT BY SALE**

The following documents are required to be submitted by the applicants in case of transfer of dwelling unit by sale:

- 1) Joint application by Transferor and Transferee, as per format at Annexure F-1.
- 2) Affidavit by Transferor on non-judicial stamp paper of Rs. 50/- duly notarized, as per format at Annexure F-2.
- 3) Affidavit by Transferee on non-judicial stamp paper of Rs. 50/- duly notarized, as per format at Annexure F-3.
- 4) Undertaking by Transferee on non-judicial stamp paper of Rs. 100/- duly notarized, as per format at Annexure F-4.
- 5) Specimen signatures of Transferee, duly attested by Bank Manager, as per format at Annexure F-5.
- 6) No Dues Certificate from the Residents Welfare Association/Society maintaining the colony, in the format as per Annexure F-6
- 7) Four Photographs of Transferee, duly attested by Bank Manager/Gazetted Officer/Notary Public.
- 8) Copy of duly executed and registered Conveyance Deed/Sale Deed.
- 9) Documentary evidence of Transferee being a member of IRWO (Primary Membership No.....), if applicable.
- 10) Demand Draft for Rs. (Rs each from the Transferor and Transferee) payable to 'Indian Railway Welfare Organization' at New Delhi.
(The amount of Transfer Fee would be based on the rate indicated in Para 28.6 of IRWO General Rules, as amended from time to time).