

## **Instructions for the Donor of Flat/Shop to obtain NOC from SEL**

Following documents are required to be submitted along with the Application form to obtain No Objection Certificate (NOC) by Donor(s) of the Flat/Shop (Property) at Seawoods Estates Limited (NRI Complex / SEL / Company) in physical form with the Admin Office situated at NRI Complex, Sector 54, 56, 58, Nerul, Navi Mumbai – 400706, Maharashtra, India. A **SCANNED COPY OF APPLICATION** shall be sent forthwith at [manageradmin@nricomplex.in](mailto:manageradmin@nricomplex.in).

Sr. No.	Particulars of Documents	Instructions
1.	Application Form	As per SEL prescribed format on A4 size paper
2.	Notarised Affidavit Cum Undertaking on Stamp Paper of Rs. 100.	Documents which need to be notarized should consist of the following:
3.	Notarised Indemnity Bond on Stamp Paper of Rs. 500	<ul style="list-style-type: none"><li>• The Notary stamp with its name, address, contact details and registration no;</li><li>• Seal of the Notary;</li><li>• The date of execution of the document and date of notarisation of document shall be same and date of stamp paper should be prior and be valid.</li></ul>
4.	Self-Attested Copy of Identification Proof.	✓ Please refer to the documents mentioned in column 1 of table 1.
5.	Self-Attested Copy of Address Proof.	✓ Please refer to the documents mentioned in column 2 of table 1.
6.	Client Master List / Equivalent Document given by Depository Participant showing credentials of Demat Account of Donor (Viz DP ID & Client ID of Demat Account) along with proof that shares corresponding to Property are in Demat Form.	Self-Attested
7.	Copy of Gift Deed. The Gift Deed can be submitted to SEL for NOC only after registering the same with the Registrar of Assurances.	
<ul style="list-style-type: none"><li>• In case the Property is being gifted by any entity other than individual, the matter shall be examined on case-to-case basis on the payment of additional requisite legal and professional charges.</li><li>• In case the Property being gifted is having any encumbrances, the matter shall be examined on case-to-case basis on the payment of additional requisite legal and professional charges.</li></ul>		

### **IMPORTANT NOTES FOR USING FORMAT OF APPLICATION:**

- ✓ The Applicant to use the format as available in soft copy and fill it up and no modification is allowed. Modified application may be subject to rejection.
- ✓ Please annex all documents required along with this application in order to avoid delay in obtaining NOC.

- ✓ This instruction page is being annexed for guidance to Donor(s) for execution of documents. Request not to submit the same with the **Admin Office**.
- ✓ All the documents should be printed on A4 size paper.
- ✓ Overwriting shall not be accepted.

**Table 1: List of documents admissible as proof of identification and address**

Note: The applicant should submit any one of the following listed documents from each column:

<b><u>Sr.No.</u></b>	<b><u>List of documents admissible as proof of identification</u></b>	<b><u>List of documents admissible as proof of address</u></b>
1.	PAN Card	Passport
2.	Unique Identification Number (UID) (Aadhaar Card)	Unique Identification Number (UID) (Aadhaar Card)
3.	Voters ID Card	Voters ID Card
4.	Valid Driving License	Valid Driving License
5.	Passport	

**APPLICATION FORM**

(DONOR(S))

Date: \_\_\_\_\_

To,  
Chief Estates Manager,  
Seawoods Estates Limited, ("Company")  
Sector- 54 / 56 / 58, NRI Complex, Nerul, Navi  
Mumbai – 400706, Maharashtra, India

<i>Donor – 1</i> <i>(Photo)</i>	<i>Donor – 2</i> <i>(Photo)</i>	<i>Donor – 3</i> <i>(Photo)</i>
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**SUBJECT: NOC for gift of shop no./ flat no. \_\_\_\_\_ in building no. \_\_\_\_\_ at Seawoods Estates Limited along with the underlying shares as mentioned below:**

I / We being Donor(s) for the property as mentioned below is/are enclosing herewith afore-said details and documents to enable the Company to issue the No Objection Certificate for gift of \_\_\_\_ (percent) of Property and shares.

The ownership details of the Property and shares are as under:

Sr. No.	Name of Owner (s)	Percentage of holding in Property
1		
2		

I/we request the Company to issue NOC.

I/We confirm that:

- I / we have not modified any of the formats provided by the SEL.
- I/We confirm that all the documents are duly filled in as required.
- Name of Donor(s) is / are matching with the name(s) as appearing in Gift Deed with PAN / Passport as the case may be of Donor(s).
- 2000 equity shares corresponding to shop/flat no. \_\_\_\_\_ in building no. \_\_\_\_\_ at Seawoods Estates Limited are in demat form in name of Donor(s) as on date of this application and the proof the same is attached with this application.

Thanking you.

Yours faithfully,

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Donor 1

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Donor 2

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Donor 3

<b>A. DETAILS OF DONOR(S)</b>				
<b>Sr. No.</b>	<b>Particulars of Details</b>	<b>Details of Donor 1</b>	<b>Details of Donor 2</b>	<b>Details of Donor 3</b>
1.	Name			
2.	Nature of Entity (Individual/ Other)			
3.	Age			
4.	Residential Status			
5.	Residential Address			
6.	Permanent Address			
7.	Contact no.			
8.	E-mail ID			
9.	Relationship with Donee			
<b>B. DETAILS OF THE PROPERTY BEING GIFTED</b>				
1.	Flat no./shop no.			
2.	Building no.			
3.	Area in sq. mtrs.			
4.	Parking Space No.			
5.	Parking Space Type			
<b>C. DETAILS OF DEMAT ACCOUNT OF DONOR(S)</b>				
1.	Name of Demat Account Holder			
2.	Name of Nominee in Demat A/c			
3.	DP ID and Client ID			
4.	Name of Participant / Bank where account is opened			
5.	Address of Depository Participant / Bank where account is opened			
6.	Date when 2000 Equity Shares of Company are converted in Demat Form.			
<b>D. LIST OF DOCUMENTS SUBMITTED WITH THIS APPLICATION FORM ALONG WITH ITS ANNEXURES</b>				

1.	Affidavit cum Undertaking (As per format of the Company).	Annexure – A
2.	Indemnity Bond (As per format of the Company).	Annexure – B
3.	Proof of Identification.	Annexure – C
4.	Proof of Address.	Annexure – D
5.	Client Master List / Equivalent Document given by Depository Participant / Bank showing credentials of Demat Account of Donor (Viz DP ID & Client ID of Demat Account) along with proof that shares corresponding to Property are in Demat Form.	Annexure – E
6.	Certified true copy of Gift Deed (Registered Notary).	Annexure – F

**ANNEXURE – A**

(TO BE PRINTED ON STAMP PAPER OF RS. 100 AND DULY NOTARIZED)

**AFFIDAVIT - CUM - UNDERTAKING FROM  
DONOR(S)**

I/ We, the Donor(s), having details as more particularly stated in **Schedule I** herewith (which expression shall, unless repugnant to the subject, context or meaning thereof, be deemed to include his/her/their heirs, executors, successors, permitted assigns), had gifted \_\_\_\_ (percent) duly registered with Registrar of Assurances of flat / shop ("**Property**") situated at Seawoods Estates, NRI Complex, Phase 1, Sector – 54 / 56 / 58, Nerul, Navi Mumbai – 400706, Maharashtra, India(hereinafter referred to as "**NRI Complex, Phase-1**"); the details of which are mentioned in the **Schedule - II** herewith being managed, maintained and operated by Seawoods Estates Limited ("**SEL**") by way of gift owned by me / us herewith to \_\_\_\_\_ (Donee(s)) as detailed in **Schedule – III** and I/We do hereby solemnly agree, confirm, affirm, assert and undertake on this \_\_\_ day of \_\_\_\_\_(month), \_\_\_\_\_(year) as under:

- 1) THAT I / We have paid all the amounts/ dues in respect of the Property owned by me/us including applicable maintenance and the repairs charges, other levies, penalty, delayed payment charges, applicable taxes, such other charges as levied and revised from time to time to SEL. There are no dues pending from my/our side in respect of my/our Property.
- 2) THAT there is no change in the original layout structure of the Property as sanctioned by the concerned authority also there is no change of use in Property made by me/us and hence, the Property is in good condition.
- 3) THAT I/We own the Property including the equity shares corresponding with said Property which is free from all encumbrances, charges of whatsoever nature and it is not pledged or mortgaged or transferred or otherwise assigned in part or full to any person/ institution.
- 4) THAT I / We hold a Demat account (the details of the account are more particularly stated in **Schedule I** herewith) in my / our name in which Equity Shares of the Company have already been dematerialized and it will be my/our responsibility to transfer those shares to the Donee(s). I/We will not hold SEL responsible for non-transfer of shares as all formalities with respect to share transfer process shall be completed from my / our side.
- 5) THAT I / We shall take necessary steps to transfer the equity shares corresponding to the Property to Donee(s) in demat form immediately after Property is registered in name of Donee(s) in furtherance to **Clause 12** of Articles of Association of the company and pursuant to Rule 9A of Companies (Prospectus and Allotment of Securities) Rules, 2014. SEL shall not be responsible for the same if there is any lapse on my/our part.

- 6) THAT I / We have not modified any of the formats provided by SEL and the documents attached with our application are complete, signed, dated and duly notarized. I/We will be available to complete the formalities from our end in respect of any of our obligations. I/We will not hold SEL liable for any shortcomings due to documents. Also, I/We acknowledge SEL's authority to not accept my/our application.
- 7) I / We am / are aware of the fact that upon verification by SEL / Competent Authorities, if it is revealed that any of the information / documents submitted by me / us are false, concocted, forged or fabricated, then it amounts to breach of trust. In such a case, SEL may initiate appropriate legal proceedings against me / us without assigning any reasons.

**VERIFICATION**

Verified at \_\_\_\_\_(place) on this \_\_\_\_day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) that the contents of the Paragraph No. 1 to 7 of the aforesaid Affidavit-cum-undertaking are true and correct to my personal knowledge and no part of it is false and nothing material has been concealed therefrom.

<b>Deponent – 1</b>	<b>Deponent – 2</b>	<b>Deponent – 3</b>
<i>Photograph 1</i>	<i>Photograph 2</i>	<i>Photograph 3</i>

DETAILS OF WITNESSES		
Particulars	Witness 1	Witness 2
Name		
Signature		
Address		
Contact no.		

**SCHEDULE - I**

<b>A. DETAILS OF DONOR(S)</b>				
<b>Sr. No.</b>	<b>Particulars of Details</b>	<b>Details of Donor 1</b>	<b>Details of Donor 2</b>	<b>Details of Donor 3</b>
1.	Name			
2.	Nature of Entity (Individual/ Other)			
3.	Age			
4.	Residential Status			
5.	Residential Address			
6.	Permanent Address In case of NRI, Indian c/o address is compulsory			
7.	Contact no.			
8.	E-mail ID			
9.	Relationship with Donee			
<b>B. DETAILS OF DEMAT ACCOUNT OF DONOR</b>				
1.	Name of Demat Account Holder			
2.	Name of Nominee in Demat A/c if any			
3.	DP ID and Client ID			
4.	Name of Depository Participant / Bank where account is opened			
5.	Address of Depository Participant / Bank where account is opened			
6.	Date when 2000 Equity Shares of Company are converted in Demat Form.			

**SCHEDULE - II**

<b>DETAILS OF PROPERTY</b>		
<b>Sr. No.</b>	<b>Particulars of Details</b>	<b>Details</b>
1.	Flat no./shop no.	
2.	Building no.	
3.	Area in sq. mtrs.	
4.	Parking Space No.	
5.	Parking Space Type	

**SCHEDULE – III**

<b>DETAILS OF DONEE(S)</b>				
<b>Sr. No.</b>	<b>Particulars of Details</b>	<b>Details of Donee 1</b>	<b>Details of Donee 2</b>	<b>Details of Donee 3</b>
1.	Name			
2.	Nature of Entity (Individual/ Other)			
3.	Age			
4.	Residential Status			
5.	Residential Address			
6.	Permanent Address In case of NRI, Indian c/o address is compulsory			
7.	Contact no.			
8.	E-mail ID			
9.	Relationship with Donor			

**ANNEXURE – B**

(TO BE PRINTED ON STAMP PAPER OF RS. 500 AND DULY NOTARIZED)

**INDEMNITY BOND FROM  
DONOR(S)**

This Indemnity Bond is executed on this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) at \_\_\_\_\_ (place) by me/us, the Donor(s), having details as more particularly stated in **Schedule - I** herewith, hereinafter called **“The Indemnifier”/ “The Indemnifiers”** (which expression shall unless it be repugnant to the context or meaning thereof, mean and include his/her/their heirs, executors and administrators) had gifted \_\_\_\_\_ (Percent) of flat / shop (**“Property”**) situated at Seawoods Estates , NRI Complex, Phase 1, Sector – 54 / 56 / 58, Nerul, Navi Mumbai – 400706 (hereinafter referred to as **“NRI Complex, Phase-1”**); the details of which are mentioned in the **Schedule - II** herewith being operated, maintained and managed by Seawoods Estates Limited (**“SEL”**); owned by me / us herewith to \_\_\_\_\_ (Donee(s)).

I/We do hereby solemnly affirm and indemnify SEL, its staff, directors, (past and present), committee members, consultants and advisors for the following without any demur or protest:

- a. All/ any actions / deeds of Donee resulting in any loss, damage, demand, action, claim, costs, charges and expenses of any nature that may be suffered or sustained by them on account of their act/s and steps taken in transferring the said Property through gift in their respective records thereby issuing of No Objection Certificate in respect of the said transfer through gift.
- b. Any loss, damage, demand, action, claim, costs, charges and expenses of any nature that may be suffered of sustained by them if the documents with application are:
  - i. Incomplete / undated / unsigned / submitted on stamp papers of inadequate value; and
  - ii. Found to be false, concocted, forged or fabricated by SEL / competent authorities.
- c. Any claim, dispute, demand, costs or expense of any nature arises in respect of the \_\_\_\_\_ (Percent) of Property being gifted immediately after being notified by SEL.

**SOLEMNLY AFFIRMED AND DECLARED BY THE INDEMNIFIER/ INDEMNIFIERS on this**  
\_\_\_\_\_ Day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Indemnifier 1

\_\_\_\_\_  
Indemnifier 2

\_\_\_\_\_  
Indemnifier 3

<b>DETAILS OF WITNESSES</b>		
<b>Particulars</b>	<b>Witness 1</b>	<b>Witness 2</b>
Name		
Signature		
Address		
Contact no.		

**SCHEDULE - I**

<b>A. DETAILS OF DONOR(S)</b>				
<b>Sr. No.</b>	<b>Particulars of Details</b>	<b>Details of Donor 1</b>	<b>Details of Donor 2</b>	<b>Details of Donor 3</b>
1.	Name			
2.	Nature of Entity (Individual/ Other)			
3.	Age			
4.	Residential Status			
5.	Residential Address			
6.	Permanent Address In case of NRI, Indian c/o address is compulsory			
7.	Contact no.			
8.	E-mail ID			
9.	Relation with Donee			
<b>B. DETAILS OF DEMAT ACCOUNT OF DONOR</b>				
1.	Name of Demat Account Holder			
2.	Name of Nominee in Demat A/c if any			
3.	DP ID and Client ID			
4.	Name of Depository Participant / Bank where account is opened			
5.	Address of Depository Participant / Bank where account is opened			
6.	Date when 2000 Equity Shares of Company are converted in Demat Form			

**SCHEDULE - II**

<b>DETAILS OF PROPERTY</b>		
<b>Sr. No.</b>	<b>Particulars of Details</b>	<b>Details</b>
1.	Flat no./shop no.	
2.	Building no.	
3.	Area in square mtrs.	
4.	Parking Space No.	
5.	Parking Space Type	