

Document Check List – For Subdivision

Document Type	Is Mandatory
COPY OF LEASE DEED *	YES
POSSESSION MEMO *	YES
BANK NOC FOR SUBDIVISION	IN CASE OF MORTGAGE
IN CASE OF PROPRIETOR - BANK ATTESTED SIGNATURES OF PROPRIETOR. ADHAR CARD AND PAN CARD COPIES	
VALID TIME EXTENSION*	YES
IN CASE OF PARTNERSHIP - CURRENT PARTNERSHIP DEED DULY NOTARISED OR REGISTERED. BANK ATTESTED SIGNATURES AND COPIES OF ADHAR AND PAN CARD OF ALL PARTNERS	IN CASE OF PARTNERSHIP
IN CASE OF COMPANY - CURRENT SHAREHOLDING DETAILS ATTESTED BY CA WITH UDIN NUMBER. AUTHORISATION BY BOARD OF PERSON APPLYING. *	YES
LIST OF PARTNERS OF LLP DULY ATTESTED BY CA. *	YES
RESOLUTION BY PARTNERS / BOARD OF DIRECTORS FOR SUBDIVISION AND AUTHORIZING SOMEONE FOR FILING APPLICATIONS. *	YES
CERTIFICATE BY ARCHITECT REGARDING GROUND COVERAGE PERCENTAGE, BUILDING TO HAVE BEEN CONSTRUCTED AS PER APPROVED PLAN *	YES
APPROVED PLAN COPY*	YES
FUNCTIONAL CERTIFICATE ISSUED BY UPSIDA. *	YES

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FIVE YEARS VAT/ GST/ TRADE TAX RETURNS, GST/ TRADE TAX/ SALES TAX CHALLANS OR ASSESSMENT ORDERS BEFORE OR AFTER FUNCTIONAL CERTIFICATE ISSUED FOR SAID *	YES
SALE BILL OF FINISHED PRODUCTS FOR CORRESPONDING 5 YEARS *	YES
PURCHASE BILLS FOR CORRESPONDING 5 YEARS *	YES
ELECTRICITY BILLS FOR CORRESPONDING 5 YEARS PERIOD OR DIESEL BILLS (REGARDING GENSET) OR GAS PURCHASE BILLS *	YES
POLLUTION CONSENT *	YES
CGWA AGREEMENT *	YES
FIRE CERTIFICATE FROM FIRE DEPARTMENT. *	YES
EXPLOSIVE NOC IF APPLICABLE *	YES
LABOUR CESS NOC WITH RESPECT LABOUR DUE. *	YES
NO DUES AS ON DATE OF APPLICATION REGARDING LEASE PREMIUM, LEASE RENT, MAINTENANCE CHARGES AND ANY OTHER CHARGES DEMANDED BY AUTHORITY. *	YES
CHALLAN DEPOSIT OF SUBDIVISION FEE *	YES
SUBDIVISION PLAN AND MORTGAGE PLAN, IF APPLICABLE	YES
ROAD NETWORK AS PER CLAUSE – 3.3.1.C (INCLUDING TYPICAL ROAD CROSS SECTION DETAILS FOR ALL TYPE OF ROW'S).	YES

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LANDSCAPE PLAN WITH CALCULATION (OPEN SPACE, GREEN/TREES, R.W.H).	YES
SERVICE PLAN (WATER SUPPLY, DRAINAGE, SEWERAGE, SOLID WASTE/GARBAGE, R.W.H., ALONG WITH BROAD CALCULATIONS AND SPECIFICATIONS).	YES
ELECTRICAL PLAN (POWER DISTRIBUTION SYSTEM – TRANSFORMERS, LT NETWORK, STREET LIGHTING, ETC.)	YES
PROOF OF FAMILY MEMBERS AS PER UPSIDA OPERATING MANUAL (IF APPLICABLE)	NO
PROOF OF PARTNERSHIP AS DEFINED IN INDIAN PARTNERSHIP ACT, 1932 (IF APPLICABLE) WITH ADDITIONAL PROOF TO CONFIRM THAT PARTNERSHIP IS 5YEARS OLD, IF APPLICABLE	NO