



**ALL SERVICES  
UNDER ONE ROOF**

**Deemed Conveyance  
related services**

<b>STAGE 1</b>	<b>Deemed Conveyance</b>
<b>STAGE 2</b>	<b>Adjudication &amp; Payment of Stamp Duty</b>
<b>STAGE 3</b>	<b>Registration</b>
<b>STAGE 4</b>	<b>Mutation Entry on Property Card</b>

**Redevelopment  
Process  
related services**

**Assisting in selection  
of Project Management  
Consultant (P. M. C.)**

**Assisting in drafting of  
Tender Document**

**Vetting of all Legal  
Documents**

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**A Link between Housing Societies and  
Conveyance & Redevelopment matters**

<b>What is Conveyance ?</b>
Conveyance is a transfer of the title of land by the Owner / Landlord / Builder / Developer / Promoter in favor of the legal entity (mainly Society) by execution of Conveyance Deed in favor of the Society.
<b>Why Conveyance ?</b>
Conveyance gives Society absolute title over the plot of the land. Conveyance facilitates the Society to proceed for Redevelopment process, if so desired.
<b>Benefits of Conveyance</b>
<ul style="list-style-type: none"> <li>a) Legal title in the name of the Society</li> <li>b) Monetary benefits in terms of unused / additional FSI / TDR developments</li> <li>c) Compensation of set back area, if any, will go to the Society</li> <li>d) Possibility of rental income may go the Society</li> <li>e) Loans can be raised for heavy and extensive repairs to the building</li> <li>f) Getting Conveyance is the main object of the Society</li> </ul>

<b>Disadvantages, if Conveyance is not made</b>
<ul style="list-style-type: none"> <li>a) Building can not be reconstructed, without prior approval of the Owner / Landlord / Builder / Developer, if existing structure is dilapidated due to damage, old age or any natural calamities</li> <li>b) Builder / Landlord / Promoter may demand huge consideration amount for execution of Conveyance Deed</li> </ul>
<b>Remedies available for Conveyance not executed</b>
<ul style="list-style-type: none"> <li>a) Through City Civil Court</li> <li>b) Through Magistrate Court</li> <li>c) Through Consumer Court</li> <li>d) Through Deemed Conveyance <b>Easiest and Quickest procedure</b></li> </ul>
<b>Misconception about Conveyance</b>
<ul style="list-style-type: none"> <li>a) That physical possession of Society premises for continuous period of 12 years does not require separate execution of Conveyance Deed</li> <li>b) That full payment of Stamp Duty by all members of the Society and subsequent Registration thereof does not require separate execution of Conveyance Deed</li> </ul>

<b>Stage wise Procedure for Deemed Conveyance (4 Stages)</b>		
(1) Collection of Documents (whatever are available with the Society)	To be done by the Society	<b>PRE SUBMISSION</b>
(2) Application under RTI for missing documents, if any	To be done by the <b>LANDLINK</b>	
(3) Issue of Legal Notice to the Builder / Promoter / Developer		
(4) Getting Search Report / Title Certificate for past 30 years		
(5) Online Registration of Society on the website of Govt. of Maharashtra		
(6) Submission of Application (Form VII) with all Annexure		
(7) Issuance of either Form VIII or Form X as the case may be - Form VIII for additional requirements of documents / papers - Form X for acceptance of application & no further requirements	To be done at the office of District Deputy Registrar (Deemed Conveyance)	<b>STAGE 1</b>
(8) Issue of Public Notice in Newspapers (English + Marathi)		
(9) Sending full set of Application to all opponents		
(10) Hearings ( Replies / Rejoinder / Arguments / Written Submission etc.)		
(11) Issuance of Order & Certificate that case is fit for Unilateral Deemed Conveyance	To be done at the office of Collector of Stamps (Adjudication)	<b>STAGE 2</b>
(12) Finalisation of Unilateral Conveyance Deed (UCD)		
(13) Issuance of letter from DDR to Collector of Stamps for Adjudication of UCD		
(14) Submission of UCD alongwith Latest Purchase Agreement of all flat / shop owners. Chain of documents are <b>NOT</b> required except for Agreement executed after 12.04.2012		
(15) Fulfill query of Adjudication Department w.r.t. payment proof (for franked documents) or address proof (for documents executed during 80-85 period), if any		
(16) Pay the deficit Stamp Duty, if any, on individual Agreements (to be paid by the respective individual member)		
(17) Pay the Stamp Duty on balance FSI, if any (to be paid by the Society)		
(18) Obtain UCD as certified to be properly stamped		
(19) Get the UCD executed (to be signed by DDR and Committee Members)	To be done at the office of Sub-registrar of Assurance (Registration)	<b>STAGE 3</b>
(20) Get UCD registered by paying Registration fees		
(21) Get the certified copy / Index II for the same		
(22) Apply for mutation entry on Property Card	To be done at the City Survey office (Property Card)	<b>STAGE 4</b>
(23) Get the new certified Property Card with the name of the Society on it.		



.... And you are ready to take off for the **REDEVELOPMENT** Process

Details / Documents required for the purpose of Adjudication	By whom ?
(1) Form A (Society Formation Form)	Society
(2) Area Certificate	Society
(3) Copy of Assessment Bill with Annexure	Society
(4) Proof for having unit / flat during 80-85 Any Govt. Proof like LIC policy, I. T., Bank, etc.	Member
(5) Previous Agreement if purchased after 12.04.12	Member
(6) Verification report for S.D. paid by Franking	Member
(7) Index II, if document is registered	Member

Details / Documents required for the purpose of Registration	By whom ?
(1) Original Conveyance Deed/Order/Covering Letter	Society
(2) Certi. for Stamp Duty Paid / Letter by CoS	Society
(3) Registration fees	Society
(4) Property Card	Society
(5) Assessment Bill	Society
(6) Approved Plan / IOD / CC / OC / BCC	Society
(7) Society Registration Certificate	Society
(8) Society Resolution	Society
(9) All annexure as mentioned in Conv. Deed	Society
(10) Copy of Society PAN Card	Society
(11) Signing members' PAN Card	Member
(12) One photograph each of signing Members	Member
(13) List of Members	Society



STAMP DUTY AT A GLANCE					
Years	Basis	Effective Date	How Calculated	When Payable	Penalty
1977-1980	Agreement value	up to 04.07.80	Adjudication	On Execution	No <small>Subject to proof of address pertaining to that period</small>
1980-1985	Market Value	05.07.80 09.12.85	1990 (-) %	At the time of Conveyance	Yes
1986-1988		10.12.85 1988	1990 (-) %	On Execution	
1989-2015		N.A.	Respective Reckoner		

Amnesty Scheme for Stamp Duty for the period from... to....		Penalty Amount (Rs.)
01.04.94	30.06.95	250
05.07.97	31.03.98	250
26.11.98	31.03.99	300
26.01.04	31.10.04	1% / 1,000
09.06.08	30.11.08	500
20.03.09	31.03.09	1,000



Offices situated at...



	Mumbai City DDR1	Central DDR2	Western 1 DDR3	Western 2 DDR4		
<b>DDR</b>	Fort	Konkan Bhavan	Bandra	Dadar		
	Mumbai Division	Andheri Taluka	Kurla Taluka	Borivali Taluka		
<b>Adjudication Office</b>	Fort	Bandra	Chembur	Bandra		
<b>Registration Office</b>	Fort	Worli	Bandra	Goregaon (West)		
			Khar		Chembur	
			Jogeshwari			Bhandup (West)
<b>City Survey Office</b>	Fort	Santacruz	Andheri	Mulund	Borivali	Goregaon

#### Documents required to give quotation for our professional services for Deemed Conveyance

Following documents are **Must**

- (1) Copy of Builder's Agreement (with any one member)
- (2) Copy of latest Property Card
- (3) Copy of Approved Plan with Proforma A
- (4) Copy of Society Registration Certificate

Following documents should also be given, if available

- (5) Copy of Land Agreement / Development Agreement
- (6) Copy of I. O. D. / C. C. / O. C.

#### Details required for the purpose of online Registration with the website of Govt. of Maha.

- (1) Email Address
- (2) Contact Person with his Mobile Number
- (3) Last Election Date
- (4) Last Audit Date
- (5) Last Audit Year
- (6) Audit Class
- (7) Paid up Share Capital





### Proper Selection of P. M. C.

P. M. C. is generally associated with Architects, Engineers & Surveyors. The first legal requirement of any Redevelopment process is the appointment of P. M. C. The appointment of P. M. C. lays down the foundation of the entire Redevelopment process, as successful completion of Redevelopment largely depends upon the ability, integrity, uprightness, transparent & reasoned approach of the P. M. C.

Wrong selection of P.M.C. may produce wrong feasibility and / or wrong selection of the Builder. So selection of competent and efficient P. M. C. is a must to any Redevelopment Project.

### Precaution to be taken while drafting Tender Document.

To enable Redevelopment of the building, members of Society have to vacate their homes / offices. Therefore it is very important that the drafting of the Development Agreement is done meticulously so that there is no chance of dispute and / or differences between Society, Members and Builder. But, to make such D.A., Tender Document has to be very exhaustive. Excellent skill and a very vast Legal & Technical knowledge is required to draft such an important document. Therefore it is advisable to avail the services of a professional who is legally very sound and who has the vision to anticipate possible future problems and requirements.



### List of Documents required to be executed during Redevelopment Process

- (1) Consent letters from members to the Society / Developer
- (2) Appointment letter (by the Society to the Developer)
- (3) Memorandum of Understanding between the Soc. & Develop.
- (4) Redevelopment Agreement
- (5) General Power of Attorney (by the Society)
- (6) Indemnity Bond (by the Developer)
- (7) Bank Guarantee (By the Developer)
- (8) Power of Attorney (by the Soc. to the Devel. for Sale of flats)
- (9) Permanent Alternate Accommodation Agreement
- (10) Sale Agreement (by the Developer for Sale portion)
- (11) Possession Letter (by the Developer to the Members)



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