To

 The Managing Director,

 HEWO, Panchkula.

Subject: Transfer of membership/flat at GH-\_\_\_, Sec-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Dear Sir,

 It is in context of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ a member of HEWO Group Housing Society against M.No.\_\_\_\_ an allotted of \_\_\_\_\_\_\_\_\_\_\_\_ category flat at GH-\_\_\_, Sec-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 This is to inform you that my \_\_\_\_\_\_ Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has got expired on \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_.

 Since after his demise, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ humbly request you to kindly change the ownership of \_\_\_\_\_\_ \_\_\_\_\_\_\_ category flat at GH-\_\_\_\_, Sec-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from his name to my name as a legal heir after him.

 As a mandatory requirement of HEWO, I am enclosing herewith the following documents duly attested by First Class Magistrate for procedural requirement:-

1. NOC dully signed by my son and daughter.
2. NOC dully signed by my mother in law.
3. Indemnity Bond duly signed by me.
4. Affidavit duly signed by me.
5. A copy of death certificate.

Finally, I would request you to help in the matter & issue me an allotment letter in my name.

Thanking you.

 Your Faithfully

 (\_\_\_\_\_\_\_\_\_)

Note: This Indemnity Bond is to be furnished by transferee if any of legal heir is minor.

Indemnity Bond

 This Indemnity Bond is executed at \_\_\_\_\_\_\_\_ on this \_\_\_\_\_\_\_ day of Sh./Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Wife and guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Son/Daughter of Late Sh./Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ favour of the HEWO, Panchkula.

 Whereas the membership no. \_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_ category of flat at \_\_\_\_\_\_\_\_\_\_\_\_ was allotted to late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and whereas the member had expired on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ leaving behind the following legal heirs:-

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Sr.No. Name of the legal heirs Age Relation with deceased

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1.

2.

 And whereas there are no other legal heirs except mentioned above.

 And whereas these legal heirs have agreed to transfer the allotment/ownership of the said membership in favour of the executant Sh./Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age \_\_\_\_ Wife and \_\_\_\_\_\_\_\_\_\_\_\_\_ Son/Daughter of Late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

 And whereas the Managing Director, HUDA Urban Estate & Town & Country Planning Employees Welfare Organisation (HEWO) Panchkula, Haryana has asked the executant to furnish Indemnity Bond for the transfer of the same.

**NOW THIS INDEMNITY BOND WITNESS AS UNDER :-**

1. That the said transfer of membership which is sought in the names of Sh./Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age \_\_\_\_\_\_\_ Wife and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Son/Daughter age \_\_\_\_\_\_ of Late Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a family transfer due to death of the real member and in case, the Managing Director, HUDA Urban Estate & Town & Country Planning Employees Welfare Organisation (HEWO) Panchkula, Haryana would suffer any loss on account of this transfer in the name of the executant his property and his person shall be liable to make good the loss which may be sustained by the Managing Director HUDA, Urban Estate & Town & Country Planning Employees Welfare Organisation (HEWO) Panchkula Haryana.

2. That the legal heirs and successors of the executant shell also be liable to make good the loss if any suffered by the Managing Director, HUDA, Urban Estate & Town & Country Planning Employees Welfare Organisation (HEWO), Panchkula, Haryana.

3. That in case any their or other persons shall make any claim regarding this Membership of flat the litigation of the same will be defended by the executant and the loss suffered by HEWO will also be made good by the executant and his properties and persons.

4. IN THE Presence of the following witnesses this Indemnity Bond is signed at Panchkula on the day month and year first above written in the presence of following witnesses.

Witness No.1

 Executant

Witness No.2

 **(To be attested by First Class Magistrate)**

Note: This Affidavit is to be furnished by transferee if any of legal heir is minor.

 Affidavit

 I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ aged\_\_\_\_\_\_\_\_ Wife and Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D/o/S/o Late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby solemnly affirm and declare as under :-

1. That late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o\_\_\_\_\_\_\_\_\_\_\_ was the member of HEWO of \_\_\_\_\_\_\_ Category/Flat against Membership No.\_\_\_\_\_\_.

2. That aforesaid late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_ had expired on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_.

3. That aforesaid late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_ has left behind the following legal heirs :-

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Sr.No. Name of the legal heirs Age Relation with deceased

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1.

2.

3.

4.

4. That there are no other legal heirs expect these above mentioned persons.

5. That the above said legal heirs have no objection if the membership of above said category of flat is transferred in the name of deponents, affidavit from all other legal heirs in favour of deponent's are attached.

6. That death certificate of late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is enclosed herewith.

7. That I/We shall be responsible for all kinds of payments/dues/ formalities etc. in connection with the above said membership of \_\_\_\_\_\_\_\_\_\_ category flat in case the membership of flat is transferred in my/our name.

8. That the above deponents shall be bound by the terms and conditions of for allotment and also by the decision of the Managing Director, HUDA, Urban Estate & Town & Country Planning Employees Welfare Organisation (HEWO) Panchkula, Haryana Act/regulations framed there under:-

 Deponent/s

Verification :

 Verified that the above contents of this affidavit are true and correct to the best of our knowledge and belief and nothing has been concealed therein. No part of it is false and incorrect.

 Deponent/s

**(To be attested by First Class Magistrate)**

Note: This Indemnity Bond is to be furnished by transferee if legal heirs are major.

Indemnity Bond

 This Indemnity Bond is executed at \_\_\_\_\_\_\_\_ on this \_\_\_\_\_\_\_ day of Sh./Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Wife of Late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in favour of the HEWO, Panchkula.

 Whereas the membership no. \_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_ category of flat at \_\_\_\_\_\_\_\_\_\_\_\_ was allotted to late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and whereas the member had expired on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ leaving behind the following legal heirs:-

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Sr.No. Name of the legal heirs Age Relation with deceased

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1.

2.

3.

 And whereas there are no other legal heirs except mentioned above.

 And whereas these legal heirs have agreed to transfer the membership in favour of the executant Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age \_\_\_\_ Wife of Late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

 And whereas the Managing Director, HUDA, Urban Estate & Town & Country Planning Employees Welfare Organisation (HEWO) Panchkula, Haryana has asked the executant to furnish Indemnity Bond for the transfer of the membership.

**NOW THIS INDEMNITY BOND WITNESS AS UNDER :-**

1. That the said transfer of membership which is sought in the names of Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age \_\_\_\_\_\_\_ Wife of Late Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a family transfer due to death of the real member and in case if the Managing Director, HUDA Urban Estate & Town & Country Planning Employees Welfare Organisation (HEWO) Panchkula, Haryana would suffer any loss on account of this transfer in the name of the executant his property and his person shall be liable to make good the loss which may be sustained by the Managing Director HUDA, Urban Estate & Town & Country Planning Employees Welfare Organisation (HEWO) Panchkula Haryana.

2. That the legal heirs and successors of the executant shall also be liable to make good the loss if any suffered by the Managing Director, HUDA, Urban Estate & Town & Country Planning Employees Welfare Organisation (HEWO), Panchkula, Haryana.

3. That in case any their or other persons shall make any claim regarding this flat the litigation of the same will be defended by the executant and the loss suffered by HEWO will also be made good by the executant and his properties and persons.

4. IN THE Presence of the following witnesses this Indemnity Bond is signed at Panchkula on the day month and year first above written in the presence of following witnesses.

Witness No.1

Executant

Witness No.2

**(To be attested by First Class Magistrate)**

 Note: This Affidavit is to be furnished by transferee if legal heirs are major.

Affidavit

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ aged\_\_\_\_\_\_\_\_ Wife of Late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_ R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby solemnly affirm and declare as under :-

1. That late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o\_\_\_\_\_\_\_\_\_\_\_ was the member of HEWO of \_\_\_\_\_\_\_ Category/Flat against Membership No.\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. That aforesaid late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_ had expired on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_.

3. That aforesaid late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_ has left behind the following legal heirs :-

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Sr.No. Name of the legal heirs Age Relation with deceased

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1.

2.

3.

4.

4. That there are no other legal heirs except these above mentioned persons.

5. That the mother of deceased member has already expired long back but no proof or her death certificate is available with executant.

5. That the above said legal heirs have no objection if the membership of above said category of flat is transferred in the name of deponents, affidavit from all other legal heirs in favour of deponent's are attached.

6. That death certificate of late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is enclosed herewith.

7. That I shall be responsible for all kinds of payments/dues/ formalities etc. in connection with the above said membership of \_\_\_\_\_\_\_\_\_\_ category flat in case the membership of flat is transferred in my name.

8. That the above deponents shall be bound by the terms and conditions of for allotment and also by the decision of the Managing Director, HUDA, Urban Estate & Town & Country Planning Employees Welfare Organisation (HEWO) Panchkula, Haryana Act/regulations framed there under:-

Place:

Date :

 Deponent/s

Verification :

 Verified that the above contents of this affidavit are true and correct to the best of our knowledge and belief and nothing has been concealed therein. No part of it is false and incorrect.

 Deponent/s

**(To be attested by First Class Magistrate)**

 Note: This Affidavit is to be furnished by the legal heirs who are major.

Affidavit

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ aged\_\_\_\_\_\_\_\_ S/o/D/o of Late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby solemnly affirm and declare as under :-

1. That late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o\_\_\_\_\_\_\_\_\_\_\_ was the member of HEWO of \_\_\_\_\_\_\_ Category/Flat against Membership No.\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. That aforesaid late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_ had expired on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_.

3. That aforesaid late Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_ has left behind the following legal heirs :-

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Sr.No. Name of the legal heirs Age Relation with deceased

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1.

2.

3.

4.

4. That there are no other legal heirs except these above mentioned persons.

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5. I have no objection if the membership no. \_\_\_\_\_\_\_\_ for the allotment of the flat \_\_\_\_\_\_\_\_\_\_\_\_ category at \_\_\_\_\_\_\_\_\_\_\_ is transferred in the name of my mother/father \_\_\_\_\_\_\_\_\_\_\_ W/o/Husband of Late Sh./Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_ and minor Daughter/Son \_\_\_\_\_\_\_\_\_\_\_\_\_ R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Place :

 Date :

 Deponent/s

Verification :

 Verified that the above contents of this affidavit are true and correct to the best of our knowledge and belief and nothing has been concealed therein. No part of it is false and incorrect.

 Deponent/s

**(To be attested by First Class Magistrate)**

**PUBLIC NOTICE**

**HUDA URBAN ESTATE TOWN & COUNTRY PLANNING**

**EMPLOYEES WELFARE ORGANISATION (HEWO),**

**C-3, SECTOR-6, PANCHKULA**

**Subject: Transfer of ownership in respect of constructed/Unconstructed \_\_\_\_\_\_\_\_\_\_ category flat No.\_\_\_\_\_\_ at HEWO Site GH-\_\_\_\_\_, Sec-\_\_\_\_\_, \_\_\_\_\_\_\_ against M.No.\_\_\_\_\_\_\_ consequent upon the intestate death of allottee Sh./Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

 Sh./Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_ who was the allottee of the subject cited property as per record has died on \_\_\_\_\_\_\_\_\_\_\_ and has no registered or un-registered will, leaving behind the following legal heirs:-

 Sh./Smt.\_\_\_\_\_\_\_\_\_\_\_ S/o/W/o/D/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_ R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has applied for transfer the said property in his favour being the legal heir.

 If any person is having any objection against the transfer of ibid flat, he/she can submit objections in writing to the Managing Director, HEWO, C-3, HUDA Complex, Sec-6, Panchkula along with supporting documents within 30 days from the date of publication of this notice, otherwise the Managing Director, HEWO may accord permission to transfer/re-allotment of the said property as per HEWO policy and may not entertain subsequent claim, if any.

 Name

 Legal heirs

 On behalf of M.D. HEWO

-------------------------------------------------------- End of Format ---------------------------------

Note:- The public notice shall appear in the one Hindi and one English daily News Papers out of the list given below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **English** | **Sr.No.** | **Hindi** |
| 1. | Hindustan Times | 1. | Dainik Bhaskar  |
| 2. | Indian Express  | 2. | Amar Ujala |
| 3. | The Times of India  | 3. | Dainik Jagran |
| 4. | The Tribune  | 4. | Dainik Tribune (Hindi) |
|  |  | 5. | Punjab Kesri |

 The applicant may come to M.D. HEWO alongwith complete papers and copy of public notice after 3 days of publication of publication of the notice.