

Eligibility for Name Transfer

Type of Transfer	Documents Required	Type of Documents	Remark	
Sale of flat	Purchase Agreement	Agreement - Sales / Purchase deed with present registered customer	Any ONE document is Mandatory	
		OR		
		Share Certificate of registered housing society endorsed to the applicant		
		OR		
		NOC from society		
	OR			
		Property tax receipt in the applicants name (in case of bungalow's)		
		OR		
		Court Sales Document / Deed		
	NOC	NOC from the registered PNG customer / joint owners in case the property is in the joint name	Any ONE document is Mandatory	
		OR		
		Affidavit cum Indemnity.		
	Transfer charges	Transfer charges as per applicable rates	Mandatory	
	Transfer Form	Transfer Form Duly filled up	Mandatory	
Mortgaged	Purchase Agreement	Agreement / Purchase / Sale Deed with respective Bank	Any ONE document is Mandatory	
		OR		
			Letter of allotment	
	NOC	NOC from Registered Customer	Any ONE document is Mandatory	
		OR		
		Affidavit cum Indemnity.		
	Transfer Charges	Transfer charges as per applicable rates	Mandatory	
	Letter from <i>Mortgager</i>	Letter from <i>Mortgager</i>	Mandatory	
	Transfer Form	Transfer Form Duly filled up	Mandatory	
Rental / Leased / Pagadi	Rent Receipt	Lease agreement – Original needed for verification	Any ONE document is Mandatory	
		OR		
			Latest Rent Receipt – Original needed for verification	
	NOC from Landlord	NOC from the landlord in original	Mandatory	
NOC	NOC from Registered Customer	Any ONE document is Mandatory		
	OR			
		Affidavit cum Indemnity.		

	Transfer charges	Transfer charges as per applicable rates	Mandatory
	Transfer Form	Transfer Form Duly filled up	Mandatory

Death of Registered Consumer	Death Certificate	Attested Photo copy of Death certificate of Registered Consumer	Mandatory
	NOC of Legal Heirs	NOC from sole / all / joint Natural Legal Heirs (if any)	Any ONE document to be Mandatory
		OR	
		Affidavit cum Indemnity	
		OR	
	Photo copy of Succession Certificate / Will – If there is Natural legal heir		
OR			
NOC from Society	Share certificate of Society	Any ONE document to be Mandatory	
	OR		
	NOC from Society (in original)		
	Rent Receipt		
Transfer Form	Transfer Form Duly filled up	Mandatory	

Gift Transfer	Gift Deed	Gift Deed with the present registered customer	Mandatory
	NOC	NOC from registered customer in Original	Any ONE document is Mandatory
		OR	
		Affidavit cum Indemnity	
Transfer charges	Transfer charges as per applicable rates	Mandatory	
Transfer Form	Transfer Form Duly filled up	Mandatory	

Builder Transfer	NOC	Copy of Flat Agreement with Bulider	Any ONE document is Mandatory
		OR	
		NOC letter from Builder	
	OR		
	Allotment Letter of Flat		
Registration Form	Registration Form by new consumer	Any ONE document to be Mandatory	
Transfer Form	Transfer Form Duly filled up	Mandatory	

Institutional Transfer	NOC	Letter from employer to the applicant	Mandatory
	Transfer Form	Transfer Form Duly filled up	Mandatory
	Transfer charges	Transfer charges as per applicable rates	Mandatory