

Check list in respect of the documents required for registration of the Co-partnership Housing Society.

1. Application in prescribed "A" form along with relevant information of the Promoters by the Chief Promoter only. (no authorised person will entertain)
2. Information in prescribed form questionnaire.
3. Annexure – I
4. Four copies of Bye-Laws.
5. Copy of the proceedings of Promoters Meeting called for formation/registration of Housing Society and authorizing the Chief Promoter to act on behalf of the Promoters for formation of the Society.
6. Project Report showing therein the details of the Building Scheme, Feasibility and Economic Viability of the proposed society.
7. Individual declaration from the Promoter with photo attested by the Gazetted Officer/Notary Public.
8. Copy of Site Plan and approved Building Plan.
9. Copy of the Agreement entered between the Land owner and the Builder for Development construction of Building along with copy of relevant document such as power of Attorney etc.
10. Copy of Agreement for Sale entered by the Builder with the premised holder (Promoter)
11. Ownership document pertaining to the Land of the proposed society viz copy of Deed of Sale/Form I & XIV of Sale Agreement etc.
12. A copy of Flat/Shop allotment letter issued to the promoter or a copy of occupancy certificate issued by the Municipality Panchayat.
13. A copy of Building completion Certificate or Occupancy Certificate (optional)
14. List of premises holders (Flat Shop Garages) indicating No. Of premises area cost of the premises, date of agreement, contribution towards share capital and entrance fee attested by the Builder/Developer.
15. Agreement between the chief Promoter and the Builder/Developer that the title of land and building will be conveyed in favour of society within 6 months from the date of registration of the society.
16. No Objections Certificate from the Builder for formation and registration of a society.
17. Undertaking in prescribed form for holding more than one premises.(Flat/Shop) by the Promoters.
18. Corrections/additions in the Model Bye-laws.
19. Registration of the society will be possible only after 100% of membership/flat owners/shop owners.

Check list in respect of the documents required for registration of Co-ownership Housing society.

1. Application in prescribed 'A' form alongwith relevant information of the promoters.by the Chief Promoter only. (no authorised person will entertain)
2. Information in prescribed form questionnaire.
3. Annexure – I
4. Four copies of Bye-laws.
5. Copy of the proceedings of promoters meeting called for formation/registration of housing Society and authorizing the Chief Promoter to act on behalf of the promoters for formation of society.
6. Project report showing therein the details and Area of Land, Feasibility and economic viability of the proposed society.
7. Individual declaration from the promoter with photo attested by a Gazetted Office/Notary Public.
8. Copy of site plan.
9. Ownership documents pertaining to the land of the proposed society viz. Copy of Deed of Sale/form I & XIV or Sale Agreement.
10. Title clearance report/search report of the property.
11. A copy of the Agreement/Sale Deed entered between the Land owner and the chief Promoter for purchase of land for registration of housing society in respect of land held by him/her with copies of relevant land ownership documents.
12. Undertaking from the land owner and the builder that the Deed of Sale will be conveyed in favour of society within 6 months from the date of registration of the society.
13. Corrections/additions in the Model Bye-laws.
14. Undertaking from the owner/Builder about the completion certificate.

Statement showing details

Sr. No.	Name of	Flat/shop	Area	Date of Agreement

**CHECK LIST IN RESPECT OF THE DOCUMENTS REQUIRED FOR
REGISTRATION OF COOPERATIVE HOUSING MAINTENANCE
SOCIETY.**

1. Application in prescribed form alongwith relevant information of the promoters by
2. Information in prescribed form questionnaire
3. Annexure – I
4. Four copies of Bye-laws.
5. Copy of the proceedings of promoters meetings, called for formation/registration of housing society and authorizing the Chief Promoter to act on to act on behalf of the promoters for formation of the society.
6. Project report showing therein the details of the Building Scheme, feasibility and economic viability of the proposed society.
7. Individual declaration from the promoter with Photo attested by a Gazetted Officer/Notary Public.
8. Copies of site plan and Building plan & location plan survey No.(concerned authority)
9. Ownership documents pertaining to the land of the proposed society, viz. Copy of deed of sale/form I & XIV.
- 10.A copy of Deed of Sale executed by all the Promoter members with builder.
- 11.Copies of Flat / shop allotments letters issued to the Promoters or a copy of occupancy certificate issued by the Municipality /Panchayat.
- 12.List of premises holders (Flat/Shop/Garages) including No. Of area, date of execution of sale deed/date of agreement, cost of premises, contribution for share capital and entrance fee attested by the Builder/Developer.
- 13.No objection certificate from the Builder for formation and registration of the society.
- 14.Undertaking from the Chief Promoter that the owners of the remaining sold/unsold premises holders will be admitted as a member of the society within 6 months from the date of registration of the society.
- 15.Undertaking of the Builder to execute sale deed of remaining members(6 months)
- 16.Undertaking in prescribed form for holding more than one premises (Flat/Shop) by the Promoters.
- 17.Corrections/additions in the Model bye-laws.

BEFORE REGISTRATION

- Appointing a Chief Promoter – resolution authorizing Chief Promoter to act on behalf of Promoters.
- Application in form ‘A’ and four bye-law copies – available at Goa State Coop. Housing & Finance Federation, 3rd floor, Gomes Building, Opp. Hotel Delmon, Panaji.

DETAILS FOR REGISTRATION OF HOUSING SOCIETY.

1. Application for registration
2. 4 sets of bye-laws (As per Goa coop. Act, 2001)
3. Construction plan, site plan, location plan-approved by SPDA/panchayat
4. Construction documents/Municipal documents/survey records/sanad
5. Form I & XIV/Form ‘B’/Form ‘D’
6. Nil certificate of encumbrance on property
7. Certidiao and copy
8. Copy of sale Deed(land/Plan)
9. Agreement between Owner and Builder for development of land
10. Power of Attorney
11. Tripartite agreement between Owner, builder and Chief Promoter
12. Notarized declaration on Rs.20/- stamp paper from the Builder for conveyance of title(land/building) within 3 months from the date of registration
13. General declaration
14. Individual declaration from members along with photographs duly notarized by Notary
15. Search report from Advocate (having clear and marketable title for plot of land)
16. Valuation certificate from Architect/Engineer
17. Occupancy certificate
18. Model agreement for sale of flat/shop
19. Project report
20. No dues and completion certificate from builder
21. Statement showing details of units like;

Sr. No.	Name of members	Flat/Shop No.	Area	Date of Agreement	Cost of flat/shop	Share capital	Entrance fees	Cost of land	Remarks

- Bank balance certificate from Goa State Coop. Bank after obtaining necessary permission from the Registering Authority
- After registration :- 1st General Body Meeting to be conducted within 3 months from the date of registration. Copy of notice and proceedings to be furnished to this office for records.