

F.A. No. _____

Dated _____

**The Honorary President / Secretary
B.C. & L.I.G. Co-operative Group Housing Society Limited
BG-1, Shiva Enclave, A-4, Paschim Vihar
New Delhi – 110063**

**Subject : Documents and NOC for Conversion of Flat from
Lease Hold to Free Hold**

Sir's,

The undersigned is the owner and occupier of Flat No. _____ in Backward Class & Low Income Group Co-operative Group Housing Society Limited (Shiva Enclave), A-4, Paschim Vihar, New Delhi – 110063 and having Membership No. _____.

The undersigned is desirous of getting the aforesaid property / flat converted from Leasehold rights to Freehold Rights from Delhi Development Authority.

You are therefore requested to kindly provide the requisite documents and NOC enabling me to apply for the same as per rules and procedure.

Thanking You.

Yours Truly

**Flat No. _____ Shiva Enclave
A-4, Paschim Vihar, New Delhi – 110063
Mobile No. _____**

F.A. No. _____

Dated _____

**The Honorary President / Secretary
B.C. & L.I.G. Co-operative Group Housing Society Limited
BG-1, Shiva Enclave, A-4, Paschim Vihar
New Delhi – 110063**

Subject : Issuance of Duplicate Share Certificate

Sir's,

I, _____, is the owner of Flat No. _____
in Backward Class & Low Income Group Co-operative Group Housing
Society Limited (Shiva Enclave), A-4, Paschim Vihar, New Delhi –
110063 and having Membership No. _____.

It is submitted that I have lost the original Share Certificate in respect of
my abovementioned property on _____ and for which the
Police Complaint has already been registered. The copy of the Police
Complaint dated _____ is attached hereto.

In view of the above, you are requested to kindly issue me a Duplicate
Share Certificate in respect of my above property / membership.

Thanking You.

Yours Truly

**Flat No. _____ Shiva Enclave
A-4, Paschim Vihar, New Delhi – 110063
Mobile No. _____**

Encl : As above

F.A. No. _____

Dated _____

**The Honorary President / Secretary
B.C. & L.I.G. Co-operative Group Housing Society Limited
BG-1, Shiva Enclave, A-4, Paschim Vihar
New Delhi – 110063**

SUBJECT : GRANT OF NO DUES CERTIFICATE FROM SOCIETY

Sir's,

The undersigned is the owner and occupier of Flat No. _____ in
Backward Class & Low Income Group Co-operative Group Housing
Society Limited (Shiva Enclave), A-4, Paschim Vihar, New Delhi –
110063 and having Membership No. _____

As all the dues has been paid by the undersigned, you are therefore
requested to kindly grant No Dues Certificate for and on behalf of the
Society in respect of mu aforesaid Flat.

Thanking You.

Yours Truly

**Flat No. _____ Shiva Enclave
A-4, Paschim Vihar, New Delhi – 110063
Mobile No. _____**