

**Documents to be collected from consumers for Title Transfer/Name Change:**

- a) ID proof of the applicant with self attestation.
- b) Indemnity bond in a prescribed format on a Non-Judicial stamp paper worth Rs.100/- **with photo of the applicant.**
- c) Self attested Copy of registered sale deed (or) partnership deed (or) will deed (or) any other registered ownership document in the name of present applicant.
  - ❖ Condition 1: In case of a Company, Memorandum of Understanding & Articles of Association/ Partnership deed along with Company authorization letter to the applicant is to be uploaded additionally.
  - ❖ Condition 2: In case of Joint ownership of the property (or) partnership in the Company, No-Objection Consent (NOC) in a prescribed format on a Non-judicial stamp paper worth Rs.10/- is to be uploaded additionally.
  - ❖ Condition 3: In case of transfer to any legal heir is required, self attested copies of death certificate of previous owner and legal heir certificate are to be uploaded.
- d) Payment mode as per the prevailing rates of application fee inclusive of GST through online/DDs/payment receipt at ERO counters/QR code at ICSCs/CSCs.

Title Transfer Application fees:

LT Cat-I Domestic	-	Rs. 29.50/- (Rs. 25/- + 18% GST)
LT Cat-II Non-Domestic/Commercial	-	Rs. 59/- (Rs. 50/- + 18% GST)

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