

**Procedure to be followed while  
issuing Deemed Conveyance  
Order and Certificate.**

**Government of Maharashtra**

**Co-operation, Marketing and Textile Department  
Government Resolution No.SaGruYo-2017/Pra.Kra.192/14-S  
Date : 22<sup>nd</sup> June, 2018.**

**Read :-**

1. The Maharashtra Ownership Flats Act, 1963.
2. Housing Department, Government Notification No. MaHaSa-2008/PraKra 170/Du and Pu - 2, Date 27-9-2010.
3. Housing Department, Government Notification No.MaHaSa-2008/PraKra 24/Part-2/Du & Pu - 2, Date 25-2-2011.
4. Housing Department, Government Resolution No.MaHaSa-2008/PraKra 24/Part-2/Du & Pu - 2, Date 25-2-2011.
5. Revenue and Forest Department, Government Circular No. Misc. 2012/PraKra 442/L - 1, Date 23-11-2012.
6. Co-operation, Marketing and Textile Department, Government Circular No. SaGruYo-2013/UO-02/PraKra 235/14-S, Date 29-04-2014.
7. Co-operation, Marketing and Textile Department, Government Circular No. SaGruYo-2013/UO-02/PraKra 235/14-S, Date 7<sup>th</sup> June,2014.
8. Order of the Commissioner, Co-operation and Registrar, Co-operative Societies, Maharashtra State, Pune, Outward No.Housing/D-3/Deemed Conveyance/2015, Date 23<sup>rd</sup> July, 2015.
9. Housing Department, Government Resolution, No. Misc. 2016/PraKra 1/Du & Pu-2, Date 29<sup>th</sup> March, 2016.
10. Housing Department, Government Resolution, No. Misc. 2016/PraKra 1/ Du & Pu - 2, Date 14-06-2016.
11. Revenue and Forest Department, Government Circular, No. Stamp 2012/1016/PraKra 294/M-1, Date 12<sup>th</sup> July, 2016.
12. Housing Department, Government Resolution, No. Misc. 2016/PraKra 1/Du & Pu -2, Date 18-09-2017.

**Introduction :-**

1. There is a provision in the Maharashtra Ownership Flats Act, 1963 and Rules, 1964 for making conveyance of the land and building of the Co-operative Housing Societies or Apartments by the Developer/Promoter within a prescribed period. However, since the implementation of this provision is not being followed by the Developer/Promoter, the Housing Department by making amendment in Section 10

and 11 of the said Act has made provision of Ex-parte Deemed Conveyance of the Co-operative Housing Societies. And for this purpose all District Dy. Registrar, Co-operative Societies in the state and Joint Registrar, Co-operative Societies (CIDCO) for the CIDCO Jurisdiction have been appointed as Competent Authority for this purpose. Similarly incidental to implementation of the said procedure, the list of the necessary documents required for deemed conveyance has been fixed under the Government Resolution, Housing Department, dated 25-02-2011. However, since the Housing Societies faced many problems in obtaining the said documents, the deemed conveyance procedure was not that much impetus. Similarly it is also noticed that Societies also are not ready to come forward for this.

2. Considering the above matters and since it is necessary to make simplification of deemed conveyance procedure of the co-operative housing societies and to minimized the number of documents required for it, a committee on the level of Commissioner, Co-operation and Registrar, Co-operative Societies, Maharashtra State, Pune was constituted for making recommendations to the Government by studying in this regard. Incidental to the report submitted by the said committee and to take policy decision in this regard, a co-ordination committee under the Chairmanship of the Principal Secretary (Housing) was constituted. In the meeting of the said committee, all recommendations in the report submitted by the Commissioner, Co-operation, and Registrar, Co-operative Societies, Maharashtra State, Pune have been accepted. Similarly, Housing Department vide its Government Resolution, dated 14-06-2016, has bring down the number of required documents for deemed conveyance from 12 to 8. And similarly Revenue and Forest Department also issued Circular in this regard on dated 12-07-2016 regarding at least 5 documents are necessary for valuation and registration of deemed conveyance.
3. Since the recommendations in the report submitted to the Government in respect of deemed conveyance by the Commissioner, Co-operation and Registrar, Co-operative Societies, Maharashtra State, Pune are related with Revenue and Forest Department, Urban Development Department, Co-operation, Marketing and Textile Department, Hon'ble Chief Secretary has communicated to the respective department to take necessary action on the said recommendations and submit the report in this regard. Thereafter incidental to implementation of these recommendations, one meeting was organized in his chairmanship on dated 26-09-2016, In the said meeting, review of the action taken by the concerned departments incidental to the recommendations of the committee constituted under the Chairmanship of Principal Secretary (Housing) for removal problems in the deemed conveyance was taken and similarly year wise review of the pending deemed conveyance cases in the office of the Commissioner, Co-operation and Registrar, Co-operative Societies, Maharashtra State, Pune was also taken. It came to notice during the discussion that, since it would be more difficult to the applicant to submit prescribed documents mentioned in the Government Resolution issued by various department, therefore if only one Government Resolution prescribing all documents as expected by this department and inclusive of all guidelines, all information will get at one level and procedure of

making application would be easier and giving relief to the applicant. Therefore, it is decided in the said meeting that, by taking in consideration the provisions regarding deemed conveyance and the procedure to be followed by the Competent Authority incidental to that, duties to be discharged and difficulties faced by the citizens, a draft of one Government Resolution only should be prepared. The said Government Resolution should be issued after taking opinion of all concerned departments.

4. Incidental to above facts, the matter to issue the said Government Resolution by superseding earlier Government Resolutions for bringing rationalization in the present existing procedure regarding deemed conveyance was under consideration of the Government.

#### **GOVERNMENT RESOLUTION :-**

Considering the fact in the above introduction, the under reference no.6 and 7 Government Resolutions dated 29-04-2014 and 07-06-2014 respectively are hereby superseded and revised orders regarding procedure to be followed in respect of giving deemed conveyance order and certificate are issued herewith.

2. All inclusive procedure to be follow in respect of the deemed conveyance of co-operative housing societies has been fixed in the following stages :-

**Stage 1 :** To make an application in the prescribed form 7 with necessary document and draft of conveyance to the concerned District Dy. Registrar, Co-operative Societies Office for Deemed Conveyance, similarly to obtained Deemed Conveyance Order and Certificate with documents.

**Stage 2 :** The draft document of the deemed conveyance with the details of stamp duty of all flat owners should be adjudicated from the Joint District Registrar and Collector of Stamp.

**Stage 3 :** After the adjudication order, the said document should be get registered in the office of the Sub Registrar (purchase – sale).

**Stage 4 :** To apply for entering the name in the record (7/12) to the concerned City Survey Officer or Circle Officer/Talathi according the registered document. The procedure of deemed conveyance shall be completed only after entering society's name as a occupant in the property card or 7/12 extract by the concerned officer.

- (A) Following documents are necessary for submitting Deemed Conveyance Application. The Co-operative Housing Societies should submit online and offline (hard copy) application only when they have available the said documents. A copy of the offline (hard copy) application with the fee of Rs.2000/- (if paid in Court Fee Stamp or online then with its receipt) should be submitted to the District Dy.

Registrar, Co-operative Societies/Jt. Registrar, Co-operative societies (CIDCO) and at the same time to the Collector of Stamp of the concerned District.

**1) Documents to be uploaded with online application:-**

- i) Application in form 7 for Deemed Conveyance (as Appendix – 1)
- ii) A copy of the Co-operative Housing Society Registration Certificate/Company Registration Certificate/Deed of Declaration.
- iii) Particulars of the applicant society and a copy of the resolution regarding deemed conveyance passed in the Annual General Body Meeting/Special General Body Meeting.
- iv) Three months earlier extract of the property cards (property card 7/12 extract etc.).
- v) A list of all legal flat owners in the society in prescribed form.
- vi) A legal notice serve to the promoter by the co-operative housing society under the Maharashtra Apartment Act, 1970 for giving conveyance.
- vii) Construction Commencement Certificate (CC) similarly Occupation Certificate issued by the Planning/Competent Authority.
- viii) If the concerned society does not have Occupation Certificate then self-declaration that actual possession of the building has been taken and similarly ready to accept all responsibilities/liabilities regarding the said building and to make an application to the concerned Urban Local Authority for Occupation Certificate after getting Deemed Conveyance. (According to Appendix 5)
- ix) Court Fee Stamp of Rs. 2000/- or online fee.
- x) Self Declaration of the applicant regarding documents are true. (According to Appendix-4)

**2) Documents to be submitted with Off line Application (Hard Copy) :-**

- i) An application in form 7 for Deemed Conveyance. (With Stamp Duty as mentioned above)
- ii) A copy of form 7 in respect of received the Deemed Conveyance Number (D. C. No.).
- iii) A copy of the sale agreement of flat of one member in society and index 2 or proof of ownership of flat like inheritance certificate, Court Decree or will etc.

iv) A copy of the final approved plan from the Competent Authority of the Layout get sanctioned by the Developer.

**(B) A procedure to be adopted in respect of issuing Deemed Conveyance Certificate by the District Dy. Registrar, Co-operative Societies/Jt. Registrar, Co-operative Societies (CIDCO) and Competent Authority :-**

A Competent Authority first ensured that the documents mentioned in above mentioned (A) are attached with the application and there after action should be taken as follow

- i) While accepting Deemed Conveyance application, it should be seen that the concerned holders on 7/12 extract and property card are same holders giving in writing the documents and they have made party with address and all other societies and also company apartment etc. existing on the same layout are also made parties.
- ii) After ensuring that documents are attached as above, a hearing notice according to MOFA Act, 1960 and Rule 13(2) of Rules, 1964 should be issued to all concerned parties.
- iii) After issuing hearing notice, if District Dy. Registrar , Co-operative Societies and Competent Authority ensured at the time of hearing that some remain to be made party then order should be given to the applicant to make parties all those concerned.
- iv) While passing Deemed Conveyance Order and Certificate, District Dy. Registrar, Co-operative Societies/Jt. Registrar, Co-operative Societies (CIDCO) and Competent Authority should considered following matter and then pass the order :-
  - 1) If there are many buildings on one plot and have a separate co-operative society of each building and if construction of some of them is incomplete then while making Deemed Conveyance of completed building, undivided share of occupancy right in the proportion of construction on the proportionate area of the construction of the building of such society or ground coverage or plinth area, similarly open space, common services and facilities, roads should be given.
  - 2) While making Deemed Conveyance in respect of the buildings in the layout where T.D.R. is utilized, their conveyance should be made according to plinth and appurtenant area.
  - 3) If there is more than one society in one layout and out of them only one society has made such application, similarly other societies are not co-operating for conducting measurement of the land of the applicant society then the District Dy. Registrar, Co-operative Societies, and Competent Authority

Shall suggest the applicant society to conduct the measurement according to the approved plan from the Architect on the panel of the Competent Authority who approved the construction plans of the concerned society and submit the report regarding area of the society.

- 4) If the developer did not completed the project in expectation of getting additional F.S.I. OR T.D.R. in urban area, then in such cases, deemed conveyance of the number of flats proposed as per approved construction plan and that much flats are constructed then their deemed conveyance should be made.
- 5) By checking application in prescribed form of the society and the documents submitted along with it, if application is fulfilled in all respect, then only the Competent Authority should issue Deemed Conveyance Order and Certificate to the concerned society.
- 6) While mentioning common easement in the Deemed Conveyance order, certificate and documents, it should be mentioned in it that the applicant society have the right with undivided rights of common easements in the proportion of the construction of the building of society.

**(D) Procedure to be followed regarding adjudication on the level of Collector of Stamps :-**

The procedure to adjudicate on the Deemed Conveyance Draft Documents with the details of the Stamp Duty paid by all flat owners on the level of Joint District Registrar and Collector of Stamps should be as follow :-

**1) In the cases of Deemed Conveyance of the Co-operative Societies, -**

- i) Where, if there is specifically mentioned in the Deemed Conveyance documents that no F.S.I. is balance, and the current date Architect's Certificate in that regard is attached with it; and
- ii) If the agreements in benefit of present tenement holders of all flats/tenements which is a subject matter of Deemed Conveyance are duly registered with proper stamp duty according to concerned rate in the current Article 25 at the time of execution date then the society can submit the said deemed conveyance deed to the concerned Sub Registrar directly for registration after paying stamp duty at the rate of number of flats X Rs. 100/- or as prescribed by the Government from time to time. To make adjudication of the said document is not necessary.

If the concerned Sub Registrar is ensured about condition no. (i) and (ii) then he will complete the registration of the said deed. After completion the process accordingly the Sub-Registrar shall forward the document to the Collector of Stamp of the District for checking immediately and in the checking if found that less stamp duty is

paid to the said documents, then the liability to paid the said stamp duty and the penalty on it to be charged according to Stamp Act shall be lay on the concerned society.

**2) Regarding the matters which not falls in above 1 :-**

i) If society has submitted a copy of the proposal for pre verification with the Collector of Stamps according to above A(2), the Collector of Stamp shall verify that documents and if required some more documents shall informed the society by letter in writing. The Collector of Stamp shall complete all necessary proceedings in respect of fixing the valuation and stamp duty on the basis of the papers submitted by the society, and thereafter the society, after completion process in the office of the Competent Authority, shall submit the application duly for adjudication as mentioned in 2(ii) above before Collector of Stamps. At that time, Collector of Stamps shall include the papers in the pre-verification case in the said adjudication case and shall pass order by considering facts in the included draft deemed conveyance deed and communicate to the society in that regard.

**ii) Documents to be submitted for Adjudication :-**

Cases in which adjudication is necessary, the society should have to submit following documents to the office of the Collector of Stamps for making adjudication incidental to paying the Stamp Duty.

- i) Application in prescribed form with Rs.10/- Court fee stamp affixed on the application.
- ii) Code number received by making data entry on the [www.igrmaharashtra.gov.in](http://www.igrmaharashtra.gov.in) website of Registrar and Stamp Duty Department online services>Adjudication>process
- iii) Purchase Deed Draft (in two copies).
- iv) A copy of Deemed Conveyance Order and Certificate issued under Section 11(3) of the Maharashtra Ownership Flats Act 1963.
- v) Proof of making payment of Stamp Duty on the Agreement of Flats (if agreement is registered then Index No.2, otherwise original agreements)

III) After receiving the Deemed Conveyance Certificate, if the society has made application with complete documents to the Collector of Stamps for adjudication, The Collector of Stamp give final decision of the adjudication within 30 days from the receipt of the said application. However, the period from the written letter given the society by the Collector of Stamps for fulfilling the necessary documents

and till the period that society fulfilling all that documents shall not be counted in this 30 days period.

IV) Those members whose proof of making payment of Stamp Duty on the Agreement of the flat is not available, then it shall be necessary to pay the stamp duty fixed for those flats only by the concerned flat owners.

V) If some members evading to pay Stamp Duty due according to above 2(IV), then society either recover the said amount from the flat owner and deposited it with the Government or society by depositing the said amount with the Government and thereafter recovered it from the flat owner.

**E) Registration of documents by the Sub-Registrar :-**

According to the final adjudication order issued by the Collector of Stamps, by depositing Stamp Duty with the Collector of Stamps and after he has given such certificate on documents, the said documents after the signature of the concerned, the society shall submit the said documents to the Sub-Registrar in the jurisdiction of the society.

It is necessary to attach true copies of the identity card of the parties in the deed, and similarly proof for making payment of registration fee through GRAS system (E-challan) .

The concerned Sub-Registrar should complete the registration of above documents within 1 day time limit as stipulated under Maharashtra Lok Seva Hakk Notification-2015.

**F) To make an entry in the record on the basis of Deemed Conveyance Documents -**

According to the registered deemed conveyance documents with Sub-Registrar, the concerned society should make an application to the City Survey Officer or Talathi/Circle Officer connected with the jurisdiction of the society for entering the name of concerned society in the occupant column on the property card or 7/12 extract within prescribed period according to the procedure in the Maharashtra Land Revenue Code, 1966 and the rules made there under.

In the name and order of the Governor of Maharashtra.

**(K. C. Badgujar)**  
**Section Officer,**  
**Government of Maharashtra.**



**APPENDIX - 1**

**(Application Form)**

**Government of Maharashtra Gazette Extraordinary Part IV-B September  
27, 2010/Ashwin 5 Shake 1932**

**FORM SEVEN**

(See Rule 12)

A form of application for giving Ex parte Deemed Conveyance or Registration Certificate of proclamation in the name of applicant under Section 11, Sub-Section (3) of the Maharashtra Ownership Flats (Regulation of the Promotion of Construction, Sale, Management and Transfer) Act, 1963.

In the presence of \_\_\_\_\_ Competent Authority.

[Court Fee Stamp of Rs.2000/-  
(Rupees Two thousand only)]

Application No. \_\_\_\_\_ of year 20

\_\_\_\_\_

\_\_\_\_\_

Applicant

Versus

\_\_\_\_\_

\_\_\_\_\_

Promoter/Opponent Party

**Above mentioned applicant/applicants sated as follow that,-**

1. Applicants are the members of the Co-operative Housing Society formed under section 10 of the Maharashtra Ownership Flats (Regulation of the Promotion of Construction, Sale, Management and Transfer) Act, 1963 which is duly registered under the Maharashtra Co-operative Societies Act, Company/Apartment purchasers' Association

having its registered office at \_\_\_\_\_ (hereinafter referred as said society/said company/said association of apartment purchasers).

2. Plot of land admeasuring \_\_\_\_\_area is in the possession of the said society/said Company/said association of apartment purchasers (hereinafter referred as a premises of flat). A copy of the registration certificate attached herewith and marked as exhibit no.1 is of the said society/said company/said association of apartment purchasers’.

3. Applicant has stated that, the building of the said society/said company/said association of flat purchasers’ shall included \_\_\_\_\_ and it shall be recognized by the name\_\_\_\_\_.

4. Applicant has stated that, the opponent party has executed sale agreement for flats/shops with individual purchasers of flat/shop as necessary under section 4 of the Maharashtra Ownership Flats (Regulation of the Promotion of Construction, Sale, Management and Transfer) Act, 1963,and all agreements are duly stamped as necessary under the Mumbai Stamp Act 1958 and duly registered as required under the Registration Act 1908. Opponent Party has agreed to convey the premises of flats with entire building constructed on it (hereinafter referred as said property) in the name of the said society/said company/said association of the apartment purchasers as provided in rule 9 of the Maharashtra Ownership Flats (Regulation of the Promotion of Construction, Sale, Management and Transfer) Rules,1964. A copy of the said sale agreement made by the flat/shop purchaser Shri/Smt. \_\_\_\_\_ with Opponent Party No.1 is attached herewith and marked as Exhibit No.\_\_\_\_\_ and in Exhibit No.\_\_\_\_\_ a list of members with particulars like flat number, area, stamp duty paid, registration number, registration fees paid is attached herewith.

5. Opponent Parties are defaulted in executing conveyance of Promoter’s rights, ownership rights and interests in land and building in such applicant’s name who is entitled legally to take benefits (in case of Association/Condominium submitted under Apartment Ownership Act, fact shall be stated according to flat purchasers’ wish and default committed by the promoter in discharging the provisions of the law shall brought to the notice here)

6. Therefore, applicant shall be entitled for getting the certificate given by this Competent Authority and similarly shall be entitled for getting ex parte Deemed Conveyance regarding premises of flats under section 11 of the said act.

7. Accordingly, the Competent Authority should give ex parte conveyance right certificate in the name of applicant falls in his jurisdiction with building at \_\_\_\_\_ with the land admeasuring \_\_\_\_\_ as mentioned in the copy of the agreement dt. \_\_\_\_\_

(Property registration card) kept aside.

8. Applicant shall depend on the list of documents attached herewith.

9. Therefore, the Applicant prays that -

(A) Hon'ble Competent Authority should give certificate that the applicant is entitled for getting ex parte Deemed Conveyance of the applicant's flats premises and make registration.

(B) Provision of the application cost should be made.

(C) Please extend other assistance as Hon'ble Competent Authority deem fit.

Sd/-

Sd/-

Advocate/Authorised Representative for applicant.

Signature

**APPENDIX - 2**

**(CERTIFICATE FORM)**

**Deemed Conveyance Certificate Under Section 11(4) of the Maharashtra Ownership Flats (Regulation of the Promotion of Construction, Sale, Management and Transfer) Act, 1963**

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Deemed Conveyance Application No. \_\_\_\_\_

**CERTIFICATE**

According to powers delegated to me under Section 11(4) of the Maharashtra Ownership Flats (Regulation of the Promotion of Construction, Sale, Management and Transfer) Act, 1963, I, \_\_\_\_\_, Competent Authority and District Dy. Registrar, Co-operative Societies, \_\_\_\_\_ certified that on the documents submitted by the applicant, this case is fit for ex parte execution of conveyance deed as deemed conveyance in the applicant's name viz. \_\_\_\_\_ co-operative society ltd. of the promoter's rights, ownership rights and interests in the \_\_\_\_ sq. mts. of the total area of \_\_\_\_ sq. mts. in the survey number \_\_\_\_\_ with the construction area \_\_\_\_ sq. mts. of the building constructed in the said land and accordingly certificate is issued on the following terms and conditions.

1. The said certificate is issued on the basis of the documents made available by the society. If there is any irregularity in the land and construction to be transferred hereby, then it should not be presumed as regulated hereby.
2. It shall be binding to the concerns to pay the stamp duty to be charged out of the land and building area to be transferred by this certificate.
3. Open land, common roads, conveniences and facilities in the sanctioned layout are being transferred with undivided share in the proportion of the construction of building. (If applicable)

**Competent Authority and  
District Dy. Registrar, Co-operative Societies.**

## APPENDIX – 3

### (Procedure of making online application for Deemed Conveyance)

1) Co-operative Housing Societies should submit the online application for Deemed Conveyance on the website <https://mahasahakar.maharashtra.gov.in>

2) Click on 'Register Login in the column 'other links' on home page. And thereafter those who still not received User Name and Password (New User), such societies and those who received User Name and Password (existing user) should followed following procedure.

#### I) **New User :-**

i) After clicked on 'Register Login" as above, the Auditor/Society Login box will open. For preparing new User Name, click on New User. All information in it should be filled up stage wise in the Account information. After filling User Name as you required, if it is available, a message that User Name Available will come. Thereafter fill up the Password you want. After fulfilling all information as instructed, click on Create User.

ii) Thereafter 'Society registration' page will open. All the information about society should be filled in it. After that at the last of that page in the upload society registration box, click on Choose File and upload the scanned file of the Registration Certificate of the Society. You may see that the information of Society Code and Class in it is filled automatically.

iii) The size of the said scanned file should be within 1mb. Thereafter by clicking on the save button all information should be protected.

#### II) **Existing User:-**

i) After clicking on 'Register Login' as above, Auditor/Society Login box will open. Login in it by filling User Name and Password of the society.

ii) Thereafter a page viz. General Options will open. 4 options will appear in it. Out of these Update Profile option should be clicked.

iii) Then Society Registration page will open. All information as mentioned above I (ii) should be filled and information should be saved by uploading scanned documents. An information Society Code and Class will appear automatically in it.

After completion the above process as above the procedure of filling the information of the society is complete.

3) After preparing the 'profile' of the society on the web site as above by the societies, the information filled up in the said application will appear in the concerned office of the District Dy. Registrar. A validation of the society shall be made by that office after checking that information and message in that regard shall be sent to the concerned society by e-mail automatically.

4) If validation is not done or there are any shortfalls in the proposal then such message also be forwarded to the concerned society by e-mail. If such message is received then they should approached the concerned Registrar Office.

5) After receiving the message of completion of the verification, the concerned societies should follow the following procedure for submitting online application for Deemed Conveyance.

- i) First of all go the [www.mahasahakar.maharashtra.gov.in](http://www.mahasahakar.maharashtra.gov.in) website.
- ii) In the column 'other links' on home page, click on 'Register Login'.
- iii) Then Auditor/Society Login box will open. Society should login by filling their User Name and password.
- iv) Thereafter a page viz. General Options will open. 4 options will appear in it. Click on the Deemed Conveyance out of it.
- v) 8 options as mentioned below will appear on that page.

- (1) Applicant details
- (2) Unit land society bank details
- (3) Property details
- (4) Land Owner details
- (5) Developer details
- (6) Make payment
- (7) Case summery
- (8) Application History

By clicking serially on first five options, information in it should be filled and the scan copies of the documents mentioned that options should be uploaded. Limit of the size of scanned file for each option shall be 1MB.

- 6) In the option 'Make Payment', payment shall be made in 4 ways mentioned below.
  - i) **Online :-** Under this option, a facility like Net banking or Debit Card/Credit Card is made available. If payment is made in this way then separate GST shall be charged. After completion the payment procedure, a receipt regarding payment is made to the Mahaonline is ready.
  - ii) **Treasury Chalan :-** If payment is made through treasury then the receipt received from the treasury should be uploaded by scanning it.
  - iii) **Court Fee Stamp :-** By affixing necessary amount of Court Fee Stamp on the Application, the document should be uploaded by scanning.
  - iv) **Payment made by GRASS System :-** Payment of necessary amount of fees should be made on government's system and its receipt should be attached.

By selecting one of the above options, click should made on Submit.

7) After submitting the online application as above, the information about Case Summery and Application History shall be filled automatically. The verification of the said information should have to be made by the said society. And then only click on Submit Application.

8) A print of Form (7) can be taken by clicking on Print Form 7 in Case Summery. A D.C. number shall be noted in it.

9) Entire procedure of making online application for deemed conveyance as above has been made available on <https://mahasahakar.maharashtra.gov.in> website in 'Downloads' options in PDF form (User Manual English Online Deemed Conveyance Application).

**APPENDIX - 4**  
**SELF DECLARATION**

I, Shri/Smt. \_\_\_\_\_ age \_\_\_\_\_ years, residing at \_\_\_\_\_, Designation \_\_\_\_\_ state that,

1. I have submitted a proposal regarding getting Deemed Conveyance to the society \_\_\_\_\_ under section 11 of the MOFA Act before the Competent Authority. All documents, information attached with it is true, flawless and showing factual position.
2. I also stated that, no application, claim or proposal is submitted through the society before any Civil Court or Authority for getting Deemed Conveyance.
3. Information mentioned above and all documents attached with this proposal are true, flawless and showing factual position according to my knowledge and if found falls or if any dispute arise in future in that regard then all responsibility of it shall be of mine and I am aware that I shall be eligible for the punishment according the Indian Penal Code.

**(Seal of the Society)**

**Date :-**

**(Signature)**  
**(Applicant)**



**APPENDIX - 5**

**SELF - CERTIFICATE**

I, under signed, Shri/Smt. \_\_\_\_\_ Secretary, \_\_\_\_\_  
Co-operative Housing Society, address \_\_\_\_\_  
Registration Number \_\_\_\_\_ Certified that, I am ready to accept  
all responsibilities/liabilities regarding building behalf of the above mentioned Co-  
operative Housing Society, if any litigation arise in future in that regard, then entire  
responsibility of it shall be mine and shall be eligible for legal action. Similarly after getting  
Deemed Conveyance, I shall applied for Occupation Certificate to the  
\_\_\_\_\_ (mentioned the name of the concerned Local Self  
Government) behalf of the above mentioned Co-operative Housing Society and entire  
responsibility of it shall be mine.

**(Signature and Seal of the Society)**  
**(Secretary)**

We concurrence the above mentioned Self Certificate

**(Signature and Seal of the Society)**  
**(Chairman)**

**(Treasurer)**

**Date :-**