

**The following documents are required to be submitted along with the FORM 'A' (Recording of Title) for mutation of Plots/Flats/Buildings/Shops etc.**

**Group-A**

1. **Mutation for individual land/Flat etc.**
  - a. Photocopy of Allotment letter issued by WBHIDCO/WBHB or any other sources.
  - b. Photocopy of Possession letter.
  - c. Photocopy of Sale Deed/Lease Deed etc.
  
2. **Mutation for Co-Operative Land:**
  - a. Photocopy of Allotment letter/Photocopy of Possession Letter / Certificate.
  - b. Photocopy of Sale Deed/Lease Deed.
  - c. Photocopy of Certificate issued by Co-Operative Registration Office.
  - d. A list of original members as mentioned in BYE-Laws.
  - e. A letter of approval of approval of membership from Jt. R.C.S. if changes of membership done after 2011.
  - f. All requisite documents as submitted to Co-op. Societies in case of inducted members.
  - g. Resolution for induction of membership.
  - h. Resolution of formation of current executive committee indicating member's portfolios in the committee.
  
3. **Mutation of Flats constructed on Co-Operative land**
  - a. Allotment letter as issued by the Co-Operative.
  - b. Possession letter as issued by the Co-Operative.
  - c. Cost of construction as certified by the auditor.
  - d. A copy of occupancy certificate of the building as issued by NKDA.
  - e. Deed of Assignment.
  
4. **Devolution Cases:**
  - a. Allotment letter of deceased allottee .
  - b. Possession letter of deceased allottee.
  - c. Sale Deed.
  - d. Legal heirship certificate from 1st class Judicial Magistrate.
  - e. Heirship as well as residential certificate from Local Councilor/MLA.
  - f. Death Certificate.
  - g. Declaration (Notarized).
  
5. **Land of JVCS :**
  - a. Allotment letter as issued by the WBHIDCO/WBHB.
  - b. Developer's Agreement.
  - c. Permissive Possession Certificate.

## **Group-B**

1. **Subsequent mutation(s) of Plot/Flat/Shop/Unit etc.**
  - a. **Photocopy of Certificate of the properties as mutated earlier.**
  - b. **Sale Deed of Second Purchaser.**