



## **Marketing Manager-I**

### **Seawoods Phase II/Part I apartments at Nerul** **.....Inclusion of name in the allotment letter**

**Congratulation** to all the allottees of Seawoods Complex Phase –II part- I who have been allotted the apartments at Nerul.

It is seen that many of the allottees are approaching CIDCO Office for inclusion the name of his/her spouse or major son/daughter as the joint owner of the apartment. Now, CIDCO has finalised the formats for the procedure to be adopted for applying for the inclusion of name as follows :

- (1) The allottee has to apply to CIDCO as per the **Format “A”** given.
- (2) Along with the application, the allottee has to attach the **Consent Letter** of the joint owner with his passport size photograph duly attested by the **Competent Authority** as per the **Format. “B”** given.
- (3) Also, the allottee has to submit an Affidavit for declaring his relationship as a joint owner as per the **Format “ C “** on Rs. 100/- stamp paper duly Notarized.

After the scrutiny of the application, and approval of the Competent Authority, you will be informed to pay Rs.5000/- by a demand draft payable in favour of CIDCO LTD. as administrative charges. Thereafter, the necessary permission for inclusion of name of the family member will be issued

**Format "A"**

From : .....

Address.....

.....

.....

.....

Date .....

To,  
The Marketing Manager-I,  
CIDCO LTD.Ground Floor,  
CIDCO Bhavan,CBD- Belapur  
Navi Mumbai.400614

**Sub : Inclusion of name in the allotment letter of apartment in  
Seawoods Phase –II, Part –I, at Nerul.**

Dear Sir,

I have been allotted Apartment. No. .... in the Seawoods Estate Phase-II, Part –I, at Nerul vide allotment letter No.....dated .....

As per terms and conditions of Scheme, I would like to include the name of my Spouse / Major son / Daughter as joint holder of the said property. As such it is requested to permit me to include the name of my Spouse / Major son / Daughter Shri./Smt..... Age ..... ( complete age) along with me in the allotment letter. I am ready to pay the administrative charges of Rs. 5000/- as per rules.

I am also enclosing herewith the affidavit, School Leaving Certificate, Consent letter of the co-owner, with photograph duly attested by the Competent Authority (Gazetted Officer, SEM, Notary etc.) I therefore request you to kindly include the name as a joint owner of the property.

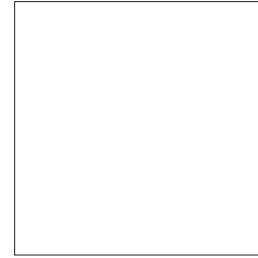
Thanking you,

Yours faithfully,

( )

Name:

**Format "B"**



From : .....

Address.....

.....

.....

.....

Date .....

To,  
The Marketing Manager-I,  
CIDCO LTD.Ground Floor,  
CIDCO Bhavan,CBD- Belapur  
Navi Mumbai.400614

Sir,

**Sub : Inclusion of name as the joint owner of apartment. (Consent Letter)**

**Apt. No..... Sector.....Nerul.**

**Ref : Customer No.**

Shri. /Smt. .... has been allotted apartment  
No..... vide allotment letter No. ....dated  
.....

I, the undersigned ( Mr/Mrs./Ms.. ) spouse / son / daughter  
would like to include my name as joint owner of apartment. I therefore give my consent for  
inclusion of name as the joint owner of the apartment allotted. I know the terms & conditions  
of the scheme & I will abide by them.

Thanking you,

Yours faithfully,

( )

**Format "C"**

(To be typed on Rs. 100/- Stamp paper.)

**AFFIDAVIT**

I, Shri / Smt. .... residing at .....  
have been allotted an apartment No..... in Seawoods Phase-II, Part –I  
Sector –54,56 & 58 at Nerul, Navi Mumbai, Maharashtra, (India) vide allotment letter  
No.....dated ..... I desire to include my spouse / son /  
daughter's name Shri./Smt. .... Age ..... ( In completed years)  
who is major and competent to sign in terms of Indian Contract Act.

I submit that inclusion of the name of my spouse / son / daughter is on my request and later on  
if the information provided is found false I will be personally held liable for criminal action  
without prejudice to the right of the Corporation to revoke agreement. The information stated  
above is true to the best of my knowledge. If the information stated above is found at variance,  
I am liable for penal action as per rules.

Signature of deponent

(Name:.....)

Public Notary