

Form – C

Procedure for submission of declaration in form ‘C’ under sub – clause (1) of clause (b) of Sub – section (3) under section 4 of the W.B.A.O. Act, 1972

1. A declaration in form ‘C’ is to be prepared in two sets on Non– Judicial Stamp – paper of Rs. 10/-. For this purpose, the prescribed format given on the reverse is to be filled in properly with the registration particulars of the previously accepted form ‘A’ & the title deed in para 1 and 2, respectively. Therefore, the declaration is to be signed by the owner / owners before a Magistrate or person competent to administer Oath.
2. A fee commensurate with the valuation of the apartment as mentioned in the deed is indicated below:

Upto Rs. 3 lakhs : Rs. 250/-
Upto Rs. 7.5 lakhs : Rs. 400/-
Above Rs. 7.5 lakhs : Rs. 500/-

3. The fee is to be deposited with the R.B.I., Kolkata, in T.R. Form No. 7 under the appropriate head of account as follows:

Account Code:- 02160280000816.
0216 – Housing – 02 Urban Housing – 800 – other Receipts – 008 –
Receipts under the West Bengal Apartment Ownership Act, 1972 – 16 –
Other fees.

4. Now the declaration is to be submitted along with a forward letter addressed to the Competent Authority under the H. B Act, 1972, Housing Deptt; Law Section, N.S.Building, C-Block, 3rd Floor, 1, K.S.Roy Road, Kol – 700 001 & the following documents are to be enclosed therewith:(a) copy of the t deed, (b) copy of the Previously accepted and registered form – ‘A’ (c) T.R. Form No. 7 & R.B.I. receipt in Original with Xerox copies thereof & in case of inheritance, (d) and affidavit from the legal heir / heirs and a notarized copy death Certificate.
5. After acceptance of the Form ‘C’ by the Competent Authority one set of the same will be returned to the owner.
6. This accepted form ‘C’ is to be registered under the Registration Act, 1908 & a Xerox copy of registered Form ‘C’ is to be forwarded to the office of the Competent Authority.