

To
The Estate Officer, HUDA,
Sector 12, Faridabad

Subject: Determination of actual date of construction on Plot/ SCO/ Booth/ Kiosk No., Sector, Faridabad/ Palwal & waiving extension fee thereof.

Sir,

Kindly refer to the subject mentioned above. It is submitted as follows:

1. That I/We am/are the owner(s)/ allottee(s) of the above-mentioned property.
2. That I/We have gone through the HUDA Policy communicated vide Memo No. UB-A-6-2016/46612-13 dated 11-8-2016 and accordingly, I/We am/are submitting this application for determination of actual date of completion and waiving of extension fee. I/We understand the amounts of Rs. 10,000 + Rs. 1500 are non-refundable Processing Fee and Service Tax respectively and simply making this application does not guarantee issuance of O.C.
3. That I/We understand that HUDA will issue O.C. only if my/our building is constructed as per HUDA Building By-laws and/or the violations are compoundable in nature only and I/We am/are ready to pay charges for purchasable FAR (in case of permissible excess coverage) and Compounding Fee for violations, if any.
4. That I/We understand that that my/our building may be inspected and/or that my/our documents may be verified by HUDA officers from the issuing departments (like MCF, DHBVN, Banks etc.) for determination of actual date of completion.
5. That the information furnished by me/us in this application is true and correct. I/We understand that if, in future, this information is found false, HUDA may take any action against me/us, including but not limited to, withdrawal of O.C., charging of extension fee with penalty and civil/ criminal action against me/us.
6. That I/We am/are attaching the following documents along with this application:

A	Actual year of completion of the building:	
B	Reasons for not applying for Occupation Certificate in time:	
C	List of documents attached (Illustrative)	Yes/No
1.	Rs. 10,000 as Administrative/Processing Fee + Rs. 1500 as Service Tax	
2.	Requisite BR Forms & Report of HUDA Registered Architect	
3.	Assessment of House Tax from MCF for the Years	
4.	Electricity Bills form DHBVN for the Years	
5.	Bills of Sewer Connection for the Years	
6.	Bills of Water Supply Connection for the Years	
7.	Bills of landline telephone for the Years	
8.	Proof of approval of Building Plan	
9.	Proof of DPC Issuance	
10.	Certified Bank Statement for payments made through cheque to:	
	A) Contractor for the Years	
	B) Building Material Supplier for the Years	
	C) Neighbour for Common Wall for the Years	
11.	Any other document:	

Signature & name of the Owner(s)/ Allottee(s)
With complete address, Mobile Number and Email Address