

PUBLIC NOTICE FORMAT

Transfer of flat after death to nominee (Appendix 16 Byelaw no 34) Transfer of flat after death to nominee (Appendix 16 Byelaw no 34)

Shiv Sagar Housing Society

Address: 21, 1st Floor, Shiv Sagar Complex,
Goregaon East, Mumbai - 400063

Tel: 022-12345678

Email: shivsagarsociety@gmail.com

Date: 27/01/2025

To,
The Secretary,
Shiv Sagar Housing Society,
21, 1st Floor, Shiv Sagar Complex,
Goregaon East, Mumbai - 400063

Subject: Notice of Transfer of Flat in the Name of Nominee Post Demise of the Original Member (As per Appendix 16, Byelaw No. 34)

Dear Sir/Madam,

This is to formally inform you of the unfortunate demise of the original member, Mr. Rajesh Kumar Singh, who was residing in Flat No. 302, Shiv Sagar Complex, Goregaon East, Mumbai. Mr. Singh passed away on [DD/MM/YYYY].

The said member had nominated his daughter, Ms. Priya Rajesh Singh, as the nominee for the transfer of the flat. The original nomination was registered with the Society on 10/02/2018.

In accordance with Byelaw No. 34, Appendix 16 of the Housing Society's rules, we request the Society to initiate the necessary procedures to transfer the ownership of the flat to Ms. Priya Rajesh Singh.

The following documents are enclosed herewith for your reference:

1. Copy of the Death Certificate of Mr. Rajesh Kumar Singh.
2. Copy of the Society's nomination form, signed by the deceased member.
3. Copy of Ms. Priya Rajesh Singh's identity proof (Aadhar Card).
4. Copy of Ms. Priya Rajesh Singh's address proof.

5. Any other documents as required by the Society's rules and regulations.

We kindly request the Society to take the necessary steps to ensure the smooth transfer of the flat to Ms. Priya Rajesh Singh's name, as per the Society's norms and procedures.

Thank you for your attention to this matter. Please feel free to contact us for any further documentation or clarifications required.

Yours sincerely,
Shweta Rajesh Singh
Daughter of the Deceased Member
Flat No. 302, Shiv Sagar Complex,
Goregaon East, Mumbai - 400063
Contact: 9876543210

Sample format of ad for the newspaper For more details log on to
<https://public-noticeads.in/>