

**DOCUMENTS REQUIRED FOR NOTIFICATION OF PURCHASE/SALE
OF MOVABLE/IMMOVABLE PROPERTY**

IMMOVABLE PROPERTY:

Sl No.	SOURCE(S) TO ACQUIRE/DISPOSE	DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH RELEVANT FORM
1	GPF Final Withdrawal/Advance NPS withdrawal	<ul style="list-style-type: none"> ○ Sanction letter issued by concerned Admin section
2	Personal Savings/PPF A/c of self Cash Payment (max.20,000/-)	<ul style="list-style-type: none"> ○ A copy of bank statement/passbook of minimum 03 months on and before the date of transaction and showing relevant debit/credit entries. ○ Receipt from Seller/buyer in case of cash payment upto Rs.20,000/- specifying the cash transaction
3	House Building Advance	<ul style="list-style-type: none"> ○ Sanction letter as issued by CAO office
4	Loan from a Society registered under the Registrar of Society Act	<ul style="list-style-type: none"> ○ Sanction letter or Certificate from the Society and ○ A copy of bank statement/passbook of minimum 03 months on and before the date of transaction and showing relevant debit/credit entries.
5	Loan from Relatives/friends etc. (Cheque/Draft/NEFT/RTGS and Cash exceeding Rs.20,000/-)	<ul style="list-style-type: none"> ○ Undertaking from the person who gave loan. ○ Copy of bank statement/passbook of minimum 03 months on and before the date of transaction, showing relevant debit/credit entries ○ A copy of bank statement/passbook on and before the date of transaction and showing relevant debit/ credit entries in case the said cash deposited in the bank account. ○ In case of cash transaction, receipt from the seller specifying the cash transaction.
6	Personal Loan Home loan from Bank Financial institution NBFCs	<ul style="list-style-type: none"> ○ Sanction letter from the concerned Bank ○ Disbursement letter from the concerned Bank and ○ A copy of bank statement/passbook of minimum 03 months on and before the date of transaction and showing relevant debit/credit entries.
7	Loan against Gold and other precious materials and Gem stones.	<ul style="list-style-type: none"> ○ Same as personal loan at Column 6 and ○ Mortgage letter or Undertaking from the person who gave loan.
8	Payment by Spouse	<ul style="list-style-type: none"> ○ Copy of bank statement/passbook of minimum 03 months on and before the date of transaction and showing relevant debit/credit entries ○ <u>If working spouse-Declaration</u> regarding employment of spouse. ○ <u>If non-working/homemaker spouse - Declaration</u> of source of amount.
9	Sale proceeds of : Mutual Fund/Securities Shares/Bonds	<ul style="list-style-type: none"> ○ A copy of bank statement/passbook of minimum 03 months on and before the date of transaction and showing relevant debit/credit entries

	surrender/maturity of Insurance policy	<p><u>In case of Mutual Fund/Shares/Securities etc :</u></p> <ul style="list-style-type: none"> ○ A Statement from SEBI/Govt. approved agency showing the relevant entries of purchase/sale of MF units/shares etc. on or before the date of transaction and ○ Undertaking stating "that DOP&T OM No.F.No.11013/06/2018-Estt.A.III dated 07 Feb 2019 relating to Revision in limit for intimation in r/o transactions in sale and purchase of shares, securities, debentures etc. as per CCS (Conduct) Rules, 1964 has been complied with and Proforma under Rule 18(4) has been submitted" while investing in financial instruments as mentioned in above said OM, <p><u>In case of Insurance policy :</u></p> <ul style="list-style-type: none"> ○ Certificate of purchase and ○ Surrender of the policy
10	Disposal of Property (Immovable/ Movable)	<ul style="list-style-type: none"> ○ A copy of bank statement/passbook on and before the date of transaction and showing relevant debit/credit entries ○ Sale deed <p><u>In case of property in the name of self/family:</u></p> <ul style="list-style-type: none"> ○ Copy of earlier notification at the time of purchase
11	Acquisition/relinquishment of Amount by way of WILL/court orders etc. by own parents or grandparents etc. or by any third party	<p><u>If by Third party/institution etc :</u></p> <ul style="list-style-type: none"> ○ Acquisition/relinquishment deed by the concerned Authority or court order, as the case may be and ○ A copy of bank statement/passbook on and before the date of transaction and showing relevant debit/credit entries <p><u>If by way of WILL by parents/grandparents etc:</u></p> <ul style="list-style-type: none"> ○ Copy of WILL and NOC from all relevant parties and ○ A declaration that no money has been transacted ○ In case of receipt/payment of money, a copy of bank statement/passbook on and before the date of transaction and showing relevant debit/credit entries
12	Any other source	<ul style="list-style-type: none"> ○ Relevant documents related to that source

Note: Loan taken in the name of Furnishing of land/property etc. is to be deemed as Personal Loan.

In addition to above, the following documents from the buyer/seller are also required:


1. Copy of sale deed/sale agreement
2. Registration documents
3. Payment receipt by the seller/buyer, as the case may be

MOVABLE PROPERTY:

SAME AS IMMOVABLE PROPERTY AND THE FOLLOWING

Copy of RC, Invoice from the seller and receipt of duty paid to State Government etc. in case of vehicle.

CAO/EDP — To upload plz (original copy att)


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