

## TRANSFER PROCEDURE / CHECKLIST

### REQUIRED DOCUMENTS FROM TRANSFEROR

**Sr. No. Name of Documents**

- 1 Consent Letter in prescribed Format duly signed by all partners / directors / individual / HUF / proprietor with name, photograph and left thumb impression verified by bank (**format attached - 1**).
- 2 Pan Card of the Company / Firm / Individual / HUF duly **self-attested**.
- 3 Certificate from C A / C S / Advocate confirming the list of present partners as on date (**format attached - 2**).
- 4 Copy of ROF Certificate / Partnership deed from date of **incorporation till date duly notarized**.
- 5 **Certified True Copy** of Memorandum and Article of Association (in case of Company).
- 6 NOC from bank for mortgage / lien, **if any**.
- 7 **Acknowledgement** of payment made for last quarter maintenance charges.
- 8 Extract of resolution Authorising any one Director for signing, executing, registering any documents for specific transfer signed by the Company.
- 9 Authority cum Consent Letter Authorising any one Partner for signing, executing, registering any documents for specific transfer signed by all other **Partners** (**format attached - 3**).
- 10 Application form of BDB (**format attached - 4**) - **duly filled in by Transferee** and signed by both (Transferor and Transferee) with rubber stamp.
- 11 Covering Letter (**format attached - 5**) with Name and Contact Number of the Authorised Person handling Transfer related work on behalf of the Company with his Mobile No.  
\_\_\_\_\_ Landline No. \_\_\_\_\_ E mail \_\_\_\_\_.

**Please note:**

**“We have received the documents. We shall scrutinize the documents and if any discrepancy found shall get back to you within 48 hours from the receipt of documents. If there is no any communication/intimation from BDB side kindly follow up on the email id [bdblegal@bdbindia.org](mailto:bdblegal@bdbindia.org)”**

**Format Attached - 1**

**On the letter Head of the Transferor duly signed by (Individual/Proprietor/HUF/All Partners/All Directors ) with Photograph, Left Thumb impression and signature verified by bank**

To,  
Bharat Diamond Bourse  
Bandra-Kurla Complex,  
Bandra (E), Mumbai - 400 051.

DATE:

Dear Sir,

Ref.: Transfer of Office Premises No. \_\_\_\_\_ and / or Car Parking No(s). \_\_\_\_\_  
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I/ We are allotted Office Premises No. \_\_\_\_\_ and Car Parking No(s). \_\_\_\_\_ at Bharat Diamond Bourse (BDB), G-Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051 (the said Office Premises). I/ We are owner of \_\_\_\_\_ shares of Rs.1,000/- (Rupees One Thousand only) each bearing distinctive numbers from \_\_\_\_\_ to \_\_\_\_\_ (both inclusive) comprised in the share certificate No. \_\_\_\_\_ and Car parking No(s). \_\_\_\_\_ shares of Rs.1,000/- (Rupees One Thousand only) each bearing distinctive numbers from \_\_\_\_\_ to \_\_\_\_\_ (both inclusive) comprised in the share certificate No. \_\_\_\_\_ (hereinafter referred to as "the said shares").

I/ We intend to transfer the said Office Premises No. \_\_\_\_\_ and Car Parking No(s). \_\_\_\_\_ and pertaining Shares thereto to Mr. / M/s. \_\_\_\_\_, having BDB membership No \_\_\_\_\_.

Thanking You,

Yours faithfully,  
For \_\_\_\_\_ Transferor

Sr.No.	Photographs	Name & Signature	Left Thumb Impression
1			
2			

3			
4			
5			

**( Partners / Directors / Proprietor / HUF / Individual )**

The above signatures are duly verified and attested by :

Name of the Bank with Seal	
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Signature of the authorised person attesting the above signatures	
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Name of the authorised person attesting the above signatures	
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Designation of the authorised person attesting the above signatures	
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**Format Attached - 3**

**On the letter Head of the Transferor duly signed by All Partners with Photograph, Left Thumb impression and signature verified by bank**

**AUTHORITY - CUM – CONSENT**

We, **M/s. (Name of the Transferor)** have agreed to enter into the Sale Deed Cum Transfer to be executed with **(Name of the Transferee)** an Individual / Proprietorship / Partnership firm / Company having its office at **(Address of Transferee)**, (hereinafter referred to as the "Purchaser / Transferee"), in respect of the Block of Shares comprising of \_\_\_\_\_ Equity Shares having face value of Rs.1,000/- each bearing Distinctive Nos. from \_\_\_\_\_ to \_\_\_\_\_ (both inclusive) held under Share Certificate No. \_\_\_\_\_ with all rights, benefits and burden attached thereto including rights in respect of the Office premises Bearing No. \_\_\_\_\_, admeasuring \_\_\_\_\_ sq. ft. Saleable / Built up Area in \_\_\_\_\_ Tower, \_\_\_\_\_ Wing, on the \_\_\_\_\_ Floor and in respect of the Block of Shares comprising of \_\_\_\_\_ Equity Shares having face value of Rs.1,000/- each bearing Distinctive Nos. from \_\_\_\_\_ to \_\_\_\_\_ (both inclusive) held under Share Certificate No. \_\_\_\_\_ with all rights, benefits and burden attached thereto including rights in respect of the Car Parking No(s). \_\_\_\_\_; in the building, of the "Bharat Diamond Bourse Complex" constructed in the year 2009 on all that piece and parcel of Land bearing Plot No. C-28 at G –Block Bandra Kurla Complex, situated and lying in CTS No. 4207, Village Kolkalyan, Taluka Andheri, Registration District of Mumbai Suburban and their present and future interest in the capital pertaining to the above said Office Premises **and Car Parking** in Bharat Diamond Bourse and right of occupancy and use thereof to the Purchaser/Transferee.

Mr. / Ms. **(Name of the Authorised Partner of Transferor)** one of the partner of our firm, is hereby authorized to sign the above mentioned Sale Deed Cum Transfer, Application for NOC and other documents to BDB / MMRDA, Share Transfer documents, Power of Attorney, Indemnity Bond and other relevant documents and appear before the Sub-Registrar of Assurances for registering the above Sale Deed Cum Transfer and other related documents and to do all such acts as may be necessary in respect of the sale and transfer of the Office Premises and **Car Parking and th**e shares in favour of the Purchaser / Transferee.

For \_\_\_\_\_

Through its Partners

Sr.No.	Photograph	Name & Signature	<b>Left</b> Thumb Impression
1			

2			
3			
4			
5			
6			
7			

Place : Mumbai  
Date : \_\_\_\_\_.

**Format Attached - 4**

OFFICE NO. : \_\_\_\_\_

BHARAT DIAMOND BOURSE  
Tower - A, G Block,  
Bandra-Kurla Complex,  
Bandra East, Mumbai – 400 051

For Confirmation of the Managing Committee placed in _____ Meeting held _____ on _____.	Confirmed	Not Confirmed	Signature

APPLICATION FORM

1. a. Name of the Applicant : \_\_\_\_\_  
b. Name of the Authorised Representative of the Applicant: \_\_\_\_\_
2. Nationality : \_\_\_\_\_
3. Year of Establishment : \_\_\_\_\_
4. Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Telephone No. : \_\_\_\_\_
6. Mobile No. : \_\_\_\_\_
7. Fax No. : \_\_\_\_\_
8. E-Mail Address : \_\_\_\_\_
9. If applied for Block of Shares/ : Space earlier, give  
A) Application No. - \_\_\_\_\_

B) Area Applied for - \_\_\_\_\_

C) Area Allotted - \_\_\_\_\_

10. I No. of Block of Shares with Occupancy rights to be Transferred - \_\_\_\_\_
- II Additional area to be Transferred - \_\_\_\_\_
- III No. of Block of Shares with Car Parking to be Transferred - \_\_\_\_\_

11. Bank Draft :

Amount - \_\_\_\_\_

No. - \_\_\_\_\_

Date - \_\_\_\_\_

Bank - \_\_\_\_\_

12. Member No. of Bharat :  
Diamond & Date of Membership

	Membership No.	Name of Member	Signature of Authorised Representative of Member

13. Name and Address of other :  
Proprietorship / Firms / Company in which the Proprietor / Partners / Directors have interest and their Application No. if applied for Now or Earlier

Sr. No.	Name	Address	Appl. No.



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14. Name and Address of all other :  
Partners / Directors etc. with address

Sr. No.	Name	Address

15. Please specify the Structure :

Proprietary	<input type="checkbox"/>	Public Sector	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Joint Sector	<input type="checkbox"/>
Public Ltd.	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Private Ltd.	<input type="checkbox"/>	Any Other	<input type="checkbox"/>

16. Nature of Business :

Exporter	<input type="checkbox"/>	Broker	<input type="checkbox"/>
Importer	<input type="checkbox"/>	Commission Agent	<input type="checkbox"/>
Merchant	<input type="checkbox"/>	Reg. of Foreign Firm	<input type="checkbox"/>
Manufacturer	<input type="checkbox"/>	Other	<input type="checkbox"/>
Dealer	<input type="checkbox"/>		

17. Permanent Income Tax A/c. No. / :  
GIR No.

**Declaration cum Undertaking**

We hereby solemnly undertake and declare as follows:

1. The particulars, information given, and statements made by us, in the Application Form are true to the best of our knowledge and nothing has been concealed or withheld therefrom and we agree to furnish all the necessary documents and testimonials in support thereof.

2. We are aware that if, based on the above particulars, information and/ or statements, the Block of Shares/ Stipulated Premises are transferred and registered in the name/s of the Transferee, and later on it is

found that any such particulars, information and/ or statements is incorrect or false, we shall, and agree to, be liable for all the consequences thereof including cancellation/ dismissal of the application, cancellation of membership of BDB, removal of the name of the Transferee from the Register of Members of BDB, etc.

3. We understand that all applications for admission as a Property Member of BDB shall be referred to the Managing Committee. We acknowledge that the Managing Committee shall be the sole judge as to the eligibility or otherwise of the Transferee for membership of the Company and it shall not be bound to assign any reason whatsoever for its decision to approve or otherwise reject the application, and that decision shall be final and binding on all of us and we shall not challenge the same in any court of law or tribunal.

4. We have perused the Memorandum of Association and Articles of Association of the Company, and shall, at all times, abide by, and comply with, all the terms, conditions, provisions and obligations as stated in the Articles of Association of the Company.

5. Further, we shall, at all times, abide by, comply with, all the rules and regulations formulated or laid down by the Managing Committee or any sub-committee thereof, for any purposes whatsoever.

6. We are aware that this application is governed by the "Shares Transfer Rules" formulated and laid down by the Managing Committee for transfer of the Block of Shares/ Stipulated Premises in BDB. We have perused the said Rules and agree to abide by, and comply with, the same.

7. We hereby agree to pay to the Company the transfer fees/ charges as may be levied by the Company/ its Managing Committee. Further, we also agree to pay to MMRDA the transfer fees/ charges as may be decided between the Company/ Managing Committee and MMRDA and as levied by MMRDA pursuant to clause 2(q) of the Lease Deed dated 31<sup>st</sup> March, 2010 executed between MMRDA and BDB.

8. We acknowledge and agree that no transfer of any Block of Shares in the name of the Transferee shall be registered unless all the dues of the Company including legal charges in cases where legal advice is required to be sought in a particular matter, etc., are fully paid to the Company and/or to the concerned person.

9. We shall execute the final purchase/ sale document only after receipt of the written consent from MMRDA. We also agree to pay the requisite stamp duty on the said document and register the same and deliver a copy thereof to BDB.

10. We hereby acknowledge and agree that I/ we shall transfer any block of Shares/ stipulated Premises only to the party engaged in the business of gem/ jewellery and diamond.

11. I/We hereby acknowledge and agree that I/we am/are transferring my/our stipulated office premises with car parking area to existing property member of BDB. I/we am/are aware that it is mandatory to transfer office premise along with Car Park. In case, I/we fail to transfer the same, BDB shall have right to hold the further procedure for transfer.

12. If the proposed Transferee is not a Trade Member of BDB, then the proposed Transferee agrees and undertakes to become a Trade Member of BDB before the Block of Shares are transferred, registered or endorsed in his/ its name. For this purposes, the proposed Transferee agrees and undertakes to execute all such documents, applications, undertakings, etc., in respect thereof and pay to BDB the requisite entrance fees and all other charges as may be prescribed by the Managing Committee for becoming a Trade Member of BDB.

SIGNATURE OF ALL (TRANSFEROR)

For \_\_\_\_\_

- 1)
- 2)
- 3)

(In case of Partnership Firm/ Company please affix rubber stamp)

SIGNATURE OF ALL (TRANSFEEE)

For \_\_\_\_\_

- 1)
- 2)
- 3)

(In case of Partnership Firm/ Company please affix rubber stamp)

Place: Mumbai

Dated:

Place: Mumbai

Dated:

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Page 5 of 5

**FOR BDB OFFICE USE ONLY**

**CHECKLIST FOR TRANSFEROR / TRANSFEREE**

Date : \_\_\_\_\_

**Sub.: Delivery of documents / letters required for transfer.**

Sr. No.	List of Documents	For BDB Office Use only (Please tick)	
		Transferor	Transferee
1	Consent Letter in prescribed Format duly signed by all partners / directors / individual / HUF / proprietor with name, photograph and left thumb impression verified by bank (Transferor & Transferee).		
2	Pan Card of the Company / Firm / Individual / HUF duly self-attested (Transferor & Transferee).		
3	Certificate from C A / C S / Advocate confirming the list of present partners as on date of application for transfer (Transferor & Transferee).		
4	Copy of ROF Certificate / Partnership deed from date of incorporation till date duly notarized (Transferor & Transferee).		
5	Certified True Copy of Memorandum and Article of Association (In case of Company) (Transferor & Transferee).		
6	NOC from bank for mortgage / lien, if any (Transferor).		
7	Acknowledgement of payment made for last quarter maintenance charges (Transferor).		
8	Extract of resolution Authorising any one Director for signing, executing, registering any documents for specific transfer signed by the Company (Transferor & Transferee).		
9	Authority cum Consent Letter Authorising any one Partner for signing, executing, registering any documents for specific transfer signed by all other Partners (Transferor format attached – 3 & Transferee format attached - 8).		
10	Application form of BDB on (format attached – 4) - duly filled in by Transferee and signed by both (Transferor and Transferee) with rubber stamp.		
11	Copy of BDB trade membership letter - self certified. If original copy not available, request letter for issuing duplicate trade membership letter and on receipt of the BDB Trade Membership letter submit a self-certified true copy to BDB.		
12	Name and Contact Number of the Authorised Person handling Transfer related work on behalf of the Company with his Mobile No., Landline No. and E mail I.D. – Compulsory to submit		

**Please note:**

**“We have received the documents. We shall scrutinize the documents and if any discrepancy found shall get back to you within 48 hours from the receipt of documents. If there is no any communication/intimation from BDB side kindly follow up on the email id [bdblegal@bdbindia.org](mailto:bdblegal@bdbindia.org)”**

## REQUIRED DOCUMENTS FROM TRANSFEREE

Sr. No.	From Transferee
1	Consent Letter in prescribed Format duly signed by all partners / directors / individual / HUF / proprietor with name, photograph and left thumb impression verified by bank (format attached - 6).
2	Pan card of the Company / Firm / Individual / HUF duly self-attested.
3	Certificate from C A / C S / Advocate confirming the list of present partners as on date (format attached - 7).
4	Copy of ROF Certificate / Partnership deed from date of incorporation till date <b>duly notarized</b> .
5	<b>Certified True Copy of</b> Memorandum and Article of Association (in case of Company).
6	Extract of resolution Authorising any one Director for signing, executing, registering any documents for specific transfer signed by the Company. Authority cum Consent Letter Authorising any one Partner for signing, executing, registering any
7	documents for specific transfer signed by all other Partners (except Authorised Partner) (format attached - 8).
8	Application form of BDB (refer format attached - 4) - duly filled in by Transferee and signed by both (Transferor and Transferee) with rubber stamp.
9	Copy of BDB trade membership letter - self certified. If original copy not available, request letter for issuing duplicate trade membership letter and on receipt of the BDB Trade Membership letter submit a self-certified true copy to BDB.
10	Name and Contact Number of the Authorised Person handling Transfer related work on behalf of the Company with his Mobile No. _____ Landline No. _____ E mail _____.

### **Please note:**

**“We have received the documents. We shall scrutinize the documents and if any discrepancy found shall get back to you within 48 hours from the receipt of documents. If there is no any communication/intimation from BDB side kindly follow up on the email id [bdblegal@bdbindia.org](mailto:bdblegal@bdbindia.org)”**

**Format Attached - 6**

**On the letter Head of the Transferee duly signed by (Individual/Proprietor/HUF/All Partners/All Directors ) with Photograph, Left Thumb impression and signature verified by bank**

To,  
BDB ---Address,  
\_\_\_\_\_  
\_\_\_\_\_.

DATE:

Dear Sir,

Ref.: Transfer of Office Premises No. \_\_\_\_\_ and / or Car Parking No(s). \_\_\_\_\_  
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I/ We, agree to purchase / acquire Office Premises No. \_\_\_\_\_ and Car Parking No(s). \_\_\_\_\_ at Bharat Diamond Bourse (BDB), G-Block, Bandra-Kurla Complex, Bandra (East), Mumbai -400 051 (the said Office Premises). I/ We, are the purchaser / acquirer of \_\_\_\_\_ shares of Rs.1,000/- (Rupees One Thousand only) each bearing distinctive numbers from \_\_\_\_\_ to \_\_\_\_\_ (both inclusive) comprised in the share certificate No. \_\_\_\_\_ and Car parking No(s). \_\_\_\_\_ shares of Rs.1,000/- (Rupees One Thousand only) each bearing distinctive numbers from \_\_\_\_\_ to \_\_\_\_\_ (both inclusive) comprised in the share certificate No. \_\_\_\_\_ (hereinafter referred to as "the said shares").

I/ We intend to purchase / acquire the said Office Premises No. \_\_\_\_\_ and Car Parking No(s). \_\_\_\_\_ and pertaining Shares thereto from Mr. / M/s. (Name of the Transferor).

Thanking You,

Yours faithfully,  
For \_\_\_\_\_ Transferee

Sr.No.	Photographs	Name & Signature	Left Thumb Impression
1			
2			

3			
4			
5			

**( Partners / Directors / Proprietor / HUF / Individual )**

The above signatures are duly verified and attested by :

Name of the Bank with Seal	
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Signature of the authorised person attesting the above signatures	
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Name of the authorised person attesting the above signatures	
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Designation of the authorised person attesting the above signatures	
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Format Attached - 7

**( To be typed on the letter Head of the C A / C S / Advocate duly signed  
with stamp, registration number & date by the C A / C S / Advocate)**

Bharat Diamond Bourse,  
G Block, Bandra Kurla Complex,  
Bandra (East), Mumbai - 51.

This is to certify that Mr. / Ms. (Name of All Partners) are THE ONLY partners of M/s. (Name of the Transferee), a partnership firm registered under Indian Partnership Act, 1932 as on the date of application to Bharat Diamond Bourse seeking NOC for purchasing / acquiring office premises No. \_\_\_\_\_ and Car Parking No.(s) \_\_\_\_\_ and that there is no other partner in the firm other than those mentioned above.

For \_\_\_\_\_

Signature

(Name)

Registration No.

Date:

Place:

**Format Attached - 8**

**On the letter Head of the Transferee duly signed by All Partners with Photograph, Left Thumb impression and signature verified by bank**

**AUTHORITY - CUM – CONSENT**

We **M/s. (Name of the Transferee)** have agreed to enter into the Sale Deed Cum Transfer to be executed with **(Name of the Transferor)** an Individual / Proprietorship / Partnership firm / Company having its office at **(Address of the Transferor)**, (hereinafter referred to as the "Seller / Transferor"), in respect of the Block of Shares comprising of \_\_\_\_\_ Equity Shares having face value of Rs.1,000/- each bearing Distinctive Nos. from \_\_\_\_\_ to \_\_\_\_\_ (both inclusive) held under Share Certificate No. \_\_\_\_\_ with all rights, benefits and burden attached thereto including rights in respect of the Office premises Bearing No. \_\_\_\_\_, admeasuring \_\_\_\_\_ sq. ft. Saleable / Built up Area in \_\_\_\_\_ Tower, \_\_\_\_\_ Wing, on the \_\_\_\_\_ Floor and in respect of the Block of Shares comprising of \_\_\_\_\_ Equity Shares having face value of Rs.1,000/- each bearing Distinctive Nos. from \_\_\_\_\_ to \_\_\_\_\_ (both inclusive) held under Share Certificate No. \_\_\_\_\_ with all rights, benefits and burden attached thereto including rights in respect of the Car Parking No(s). \_\_\_\_\_ in the building, of the "Bharat Diamond Bourse Complex" constructed in the year 2009 on all that piece and parcel of Land bearing Plot No. C-28 at G –Block Bandra Kurla Complex, situated and lying in CTS No. 4207, Village Kolkalyan, Taluka Andheri, Registration District of Mumbai Suburban and their present and future interest in the capital pertaining to the Office Premises **and Car Parking** in Bharat Diamond Bourse and right of occupancy and use thereof to us.

**Mr. / Ms. (Name of the Authorised Partner of Transferee)** one of the partner / director of our firm, is hereby authorized to sign the above mentioned Sale Deed Cum Transfer, Application for NOC and other documents to BDB / MMRDA, Share Transfer documents, Power of Attorney, Indemnity Bond and other relevant documents and appear before the Sub-Registrar of Assurances for registering the above Sale Deed Cum Transfer and other related documents and to do all such acts as may be necessary in respect of the sale and transfer of the Office **Premises and Car Parking and the shares to us.**

For \_\_\_\_\_

Through its Partners

Sr.No.	Photographs	Name & Signature	<b>Left</b> Thumb Impression
1			



2			
3			
4			
5			
6			
7			

Place : Mumbai  
Date : \_\_\_\_\_.

### **Transfer Fees (either by Transferor or Transferee)**

- 1 BDB processing Fees by cheque in favour of "Bharat Diamond Bourse" - Rs.30,000/- plus service tax  
Share Transfer Fees by cheque in favour of "Bharat Diamond Bourse" -  
Rs.25,000/- for up to 500 sq.ft.  
Rs.50,000/- for 501 to 2500 sq.ft.  
Rs.75,000/- for 2501 and more.
- 2 Each Car Parking processing fees of Rs.5,000/- by cheque in favour of "Bharat Diamond Bourse"
- 3 Each Car Parking Share Transfer fees of Rs.5,000/- by cheque in favour of "Bharat Diamond Bourse"
- 4 MMRDA processing fee of Rs.25,000/- plus service tax by pay order in favour of " MMRD Fund"

### **Share Transfer Procedure:**

1. Assignment charges pay order equal to 10% of the stamp duty chargeable on the instrument of Deed in favour of "MMRD Fund"
2. Original Share Certificate.
3. Copy of duly executed, stamped and registered agreement / transfer document between Transferor and Transferee duly Notarized.
4. Original Share Transfer Form (Form SH-4) duly executed, stamped and filled between Transferor and Transferee.

NOTE: Please note that if the Car Parking has been allotted along with the office then the Car Parking should be transferred to any other BDB Member who is holding the office in BDB by following the Transfer Procedure or otherwise the party has any other office in the same name then a letter signed by **Individual / HUF / All Partners / Authorised Director for linking / shifting the car parking to that office** along with the office transfer documents **with Processing Fees of Rs.5,000/- in favour of "Bharat Diamond Bourse"**.