

To  
The Principal Secretary /Joint Secretary,  
Department of Urban Development & Municipal Affairs,  
Government of West Bengal,  
NAGARAYAN  
DF-8, sector-I, Salt Lake City,  
Kolkata – 700 064

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**Sub : Application for Mutation in respect of Plot no. \_\_\_\_\_, Block \_\_\_\_\_, Sector I/ II/ III,  
Salt Lake City, Kolkata 700 \_\_\_\_\_ Assignee due to transfer of land from  
Sri \_\_\_\_\_ to \_\_\_\_\_ assignment on  
\_\_\_\_\_.**

Sir/Madam,

This is to inform you that \_\_\_\_\_, a Plot No \_\_\_\_\_, Sec \_\_\_\_\_,  
Block \_\_\_\_\_, Salt Lake, Kol \_\_\_\_\_ was allotted to Sri \_\_\_\_\_ for the purpose of  
\_\_\_\_\_, executed on \_\_\_\_\_, Plot has been transferred/assigned to  
Sri \_\_\_\_\_ on \_\_\_\_\_ for the purpose  
of \_\_\_\_\_.

You are requested to mutate the above mentioned plot in favour of me and also inform me about additional documents require for such mutation and I am willing to pay the such mutation.

Your earliest action in this matter will be highly solicited.

Thanking you,

Yours faithfully,

1)

2)

[Signature of applicant(s)]

**Enclosures :**

- 1) Copy of the certificate of Registration of the transferee Company issued by Registrar of Firms.
- 2) Deed of Assignment/transfer of the transferee Company.
- 3) Possession letter of the transferee company.
- 4) Trade license, if any.
- 5) PAN Card of the transferee Company.
- 6) Memorandum and Article of Association of the transferee Company.
- 7) Copy of Completion Certificate issued by Bidhannagar Municipality/NDITA