



**Samreddhi Documentation**

**C 443, Sector - 19, NOIDA, Gautam Budh Nagar (U.P.)**

**For Queries Call /SMS/ Whatsapp at Phone No.: 98181 86101 (Sunny Chawla)**

**Website: [www.samreddhi.com](http://www.samreddhi.com)**

**Email: [samreddhi@yahoo.com](mailto:samreddhi@yahoo.com)**

We have devised a procedure for the Amrapali Platinum Flat Owners. Step by Step process is to be carried out as given in this article.

Please read carefully and strictly follow to get the registry done hassle free.

**Amrapali Patel Platinum is now known as Amrapali Platinum and for all purposes Amrapali Platinum is to be used /written anywhere required.**

**Step 1:** Please open the form on this link <http://bit.ly/Platinumregistry> . Fill in the details of the Flat.

**Step 2:** View the required documents that you need to submit on link <http://samreddhi.synthasite.com/documents-platinum.php>

**Step 3:** Collect each and every document as applicable on you.

**Step 4:** Submit All the Documents **on the Designated space from time to time** in Amrapali Platinum or in C-443 Sector 19 Noida Ground Floor. Please note that the Complete documents needs to be deposited at one time only to Samreddhi Documentation. Incomplete Documents will not be deposited.

In Case documents are submitted Personally then the Form B and Affidavit will be arranged by Samreddhi at the document collection centre which will normally be in the Amrapali Platinum society. The allottee has to deposit Rs. 200/- in cash with Samreddhi which will be adjusted in the fee payable to Samreddhi for the registry. The Receipt will be issued for it. Affidavit and Form B can be downloaded from <http://bit.ly/Platinumdetails>

In case the Allottee is **not present personally** then he can **courier** the documents on the address : C-443, Sector-19, Noida-201301 (U.P.) in name of Sunny "Chawla". In case the documents are couriered, the Affidavit and Form B (duly filled up) can be printed on Plain A4 paper and sent along with the required Documents. A cheque of Rs. 200/- will also be required in favour of "Sunny Chawla".

**Step 5:** Once the Documents are submitted, it will be verified by the Noida Authority and Receiver. After getting their Approval we will be informing the Allottee of the Stamp Duty

amount and the mode of payment for paying the Same.

**Step 6:** On receiving the Amount of the Stamp duty amount, the E Stamp will be procured by us. After procuring the E Stamp the required documents will be prepared by us and Allottee will be informed to come to Samreddhi's office for signing . **We will get the signatures done from the allottee also directly from society for some time.**

**Step 7:** On Signing of the Documents by the Allottee, the documents are sent to Receiver office for Signing.

**Step 8:** After the documents are signed by Receiver office, we will get the required approvals and signatures on documents from the Noida Authority.

**Step 9:** After approval from Noida Authority, the registration will happen. The time and day will be informed to the allottee for the registration. It can also be seen online at our website [www.samreddhi.com](http://www.samreddhi.com) The Allottee will then have to visit the Sub Registrar 2 office situated in sector 33 opposite NTPC and adjacent to iskon temple and RTO. In case allottee is not available for registration on the informed date, then he may inform us for the same and some next date will be informed to him.

**Step 10:** Within 5-7 working days from the date of registration the original registry will be handed over to Allottee and a scanned copy of the registry and sub registrar fee slip will be shared with the allottee on his e mail id.

**In Case of Any queries call on**

- 1. Sunny Chawla : 9818186101**
- 2. Deepak Chawla : 9818184675**
- 3. Hina Chawla : 7376485037**

## **Documents required, their description and Answer to the Frequently Asked Questions**

<b>1. 4 Passport Size Photographs (Will Be required in Original)</b>
Description : Passport photographs recently taken of the allottee will be required.
FAQ : In case of Allottee who will be personally present for the registry process, his Four passport sized Photographs will be required. In case of Allottee who is not present himself and the registry is to be done through his registered Power of Attorney holder then passport sized photographs of only the Power of Attorney holder is required.

<b>2. Photographs and Signatures Attested by the Bank or the Gazetted officer (Will Be required in Original)</b>
Description : Photographs and Signatures on the Format which can be downloaded from <a href="http://samreddhi.synthasite.com/documents-platinum.php">http://samreddhi.synthasite.com/documents-platinum.php</a>
FAQ : It is required by the Noida Authority Compulsorily irrespective of any loan taken or not. In case of Allottee who will be personally present for the registry process, his One passport sized

Photograph and One Sign will need to be attested either from the Bank or the Gazetted officer. It is to be done of all the Allottee from any bank whether **Private or Government or even the home loan branch**. It can also be done from Gazetted officer. It Needs to be of **all the Allottees** who will be present for the registration.

In case of Allottee who is not present himself and the registry is to be done through his registered Power of Attorney holder, the One passport sized Photograph and One Sign of **only the Power of Attorney holder is required**.

### **3. 2 Photocopies each of the PAN card**

Description : 2 Clear photocopies of the PAN card of Allottee will be required

#### **FAQ :**

It is required by the Noida Authority and the Registrar office Compulsorily.

Two Photocopies of PAN card **done on Two Seperate sheet of papers needs to be done i.e. Two Photocopies should not be done on a single paper.**

It is required of Every Allottee.

In case registry is to be done through Power of Attorney then **Pan card copy of the Allottee as well as Power of Attorney Holder will be required.**

In case Allottee doesn't have PAN card then Form B is to be filled. It can be downloaded from here.

<http://samreddhi.synthasite.com/documents-platinum.php>

### **4. 2 Photocopies each of Photo ID Address Proof**

Description : 2 Clear photocopies of the ID Proof of Allottee of either of the mentioned IDs will be required. IDs accepted are Aadhar Card, Driving License, Passport, Voter ID , OCI (Overseas Citizen of India) card

#### **FAQ :**

It is required by the Noida Authority and the Registrar office Compulsorily.

Two Photocopies of any of the ID proof mentioned in description **done on Two Seperate sheet of papers needs to be done i.e. Two Photocopies should not be done on a single paper.**

It is required of Every Allottee.

In case registry is to be done through Power of Attorney then ID proof mentioned in description of **the Allottee as well as Power of Attorney Holder will be required.**

### **5. No objection from the Bank in case of ongoing Loan with some bank / No Dues from the Bank if the Loan is fully paid up (Will Be required in Original)**

Description : In Case of ongoing Loan, a No Objection from the Bank is required stating that the Bank has no objection if the registry is done in favour of the Allottee.

#### **FAQ :**

The Purpose of taking the No Objection certificate (in case of ongoing loan only) is that the Bank is informed that the registry will be happening soon and the other party (receiver) get to know that the allottee is paying the EMI's timely and there is no hassle in doing his registry. Banks will issue on their letterhead. Sample can be seen at <http://samreddhi.synthasite.com/important-downloadsplatinum.php>

In case the Loan is fully paid then the Original No Dues from the Bank will be required.

**In case of ongoing loan, the bank should also write in their NOC that the original documents like BBA, Allotment Letter, No Dues of Amrapali, Possession certificate is with them. The Banks will also have to issue a certified copies of documents in their custody.**

**6. Affidavit and Form B (Will Be required in Original)**

Description : Affidavit and FORM B are required by the Noida Authority for registry Formalities

**FAQ :**

In Case documents are submitted Personally then the Form B and Affidavit will be arranged by Samreddhi at the document collection centre which will normally be some designated place of the Amrapali Platinum society. The allottee has to deposit Rs. 200/- in cash with Samreddhi which will be adjusted in the fee payable to Samreddhi for the registry. The Receipt will be issued for it. Affidavit and Form B can be downloaded from <http://bit.ly/Platinumdetails>

In case the Allottee is **not present personally** then he can **courier** the documents on the address : C-443, Sector-19, Noida-201301 (U.P.) in name of Sunny "Chawla". In case the documents are couriered, the Affidavit and Form B (duly filled up) can be printed on Plain A4 paper and sent along with the required Documents. A cheque of Rs. 200/- will also be required in favour of "Sunny Chawla".

**7. 2 Photocopies of the Flat Buyer Agreement / Builder Buyer Agreement issued by Amrapali**

Description : 2 Photocopies of Flat Buyer Agreement / Builder Buyer Agreement will be required. For Identification, it is in the form of booklet with a rs. 100/- stamp paper attached to it.

**FAQ :**

2 Copies of Flat Buyer Agreement / Builder Buyer Agreement will be required irrespective of whether flat was purchased in resale or Fresh Allotment

**8. 2 Photocopies of the No Objection Certificate / No Dues issued by Amrapali**

Description : 2 Photocopies of No Objection Certificate issued by Amrapali will be required. For Identification, it will be single letter whether on letterhead or not stating that the allottee has done full payment against the flat.

**FAQ :**

2 Copies of No Objection Certificate issued by Amrapali will be required irrespective of whether flat was purchased in resale or Fresh Allotment. In Case the No Dues is not available then please submit 2 photocopies of every payment slip issued by Amrapali for the payments made to Amrapali against the flat.

**9. 2 Photocopies of the Possession Certificate issued by Amrapali**

Description : 2 Photocopies of the Possession Certificate issued by Amrapali stating the allottee has got the Possession. For Identification, it will be single letter whether on letterhead or not stating that the allottee has taken Possession.

**FAQ :**

2 Photocopies of **The Possession Certificate issued by Amrapali** will be required irrespective of whether flat was purchased in resale or Fresh Allotment.  
If it is not Available then also no issue.

**10. 2 Photocopies of the Allotment Letter issued by Amrapali**

Description : 2 Photocopies of the Allotment Letter issued by Amrapali stating the allottee has been allotted a flat. For Identification, it will be single letter on letterhead stating that this flat No. is allotted to the Allottee.

**FAQ :**

2 Copies of Allotment Letter will be required irrespective of whether flat was purchased in resale or Fresh Allotment

**11. 2 Photocopies of the Power of Attorney**

Description : 2 Photocopies of the Power of Attorney will be required

**FAQ :**

The Power of Attorney should be compulsorily registered and should have the power to execute registry on behalf of the allottee. In case the Power of Attorney is received from outside India it needs to be registered within 90 days from the execution date. Please visit for all questions on POA and to download the format of the POA <http://samreddhi.synthasite.com/important-downloadsplatinum.php> And For FAQ on POA visit <http://samreddhi.synthasite.com/Frequently-Asked-Questionss.php>

**THE COSTS AND EXPENSES INVOLVED**

The following costs and expenses are involved

1. **Stamp Duty** : As applicable. it is 5% of the Total Sale Value / BSP of the flat or Circle Rate value whichever will be higher.

a. There is a discount of Rs. 10,000/- in case of only single woman allottee or all allottees being women. No Discount in case of Joint Allottees in which one is male and other being female.

b. There is discount of Rs. 1,00,000/- in case the allottee is Indian army exserviceman provided he has not availed any discount in stamp duty in past.

c. There is large discount for handicaps depending on the certificate of disability

2. **Sub Registrar Fee : Rs. 20,200/-** . It is the registration fee to be paid to the Sub Registrar office for the registration of the Sub Lease Deed. It is subject to change as per Government orders in future. (To be paid in cash)

3. **Processing fees** to be paid to Noida Authority : **Rs. 1000/-** . Processing fee to be paid to Noida Authority. (Can be paid in cash or Pay order in favour of Noida)

4. **Lawyer Fee, Administrative Charges and Misc Expenses : Rs. 4000/-**

**This fee will remain the same irrespective of the size of the Flat**

It will include :

1. Consultation and answering of the queries of flat allottees regarding the Sub-Lease with complete Co-ordination between the builder and Allottee in the registration process.
2. Arranging the necessary E-stamp papers by mode of pay orders/cheque /RTGS provided by the flat Allottees from Stock Holding corporation of India Limited.
3. Printing of Sub Lease Deed and the attachments on Stamp Papers.
4. Communicating with allottees for fixation of time for execution and registration in advance for smoother work.
5. Constitution of files and execution of Sub-Lease in the Noida authority for each flat
6. Registration of Sub Lease deed in the Sub-Registrar office.
7. Getting certified copy of the Sub Lease deed and submission in the Noida Authority.
8. Scanning of the original Sub Lease deed from both sides and be sent to allottee on his email id

**There are no other hidden charges.**

**In Total it is Rs. 25,200/- which has to be paid at the happening of the day of registry at the registrar office. No advance is required to process the documents. In case Rs. 200/- is**

**paid in advance during document collection, then such paid amount will be reduced.**

### **THE TIME REQUIRED FOR THE REGISTRATION PROCESS**

The Time required for the registration process is generally 5-10 Working days in case stamp duty is paid through RTGS/NEFT or 10-15 working days if paid through cheque/DD.

The Time will be calculated from the day the documents and cheque/Pay order/ RTGS /DD of stamp Duty are submitted.

**We will endeavour to complete the process as fast as possible**

### **WHEN AND WHERE PHYSICAL PRESENCE IS REQUIRED**

**Generally the Physical Presence of the Allottee is required 3 (Three) Times.**

**First time :** For Submitting the required Documents in the Samreddhi's Office. Documents can also be couriered at the address. **We will make a process for collection of the documents from the society's office.**

**Second time :** For Signing the Documents . All Allottee(s) must visit personally. **We will make a process of signing from the society itself.**

**Third time :** At the day of registration all allottees have to come. (Visit to the Registrar office Sector 33 Noida)

## **6. Frequently Asked Questions**

### **Frequently Asked Questions on E-Stamping**

#### **1.) Question : How to pay the amount of Stamp Duty ?**

Answer : The amount of Stamp duty can be paid through RTGS/NEFT/IMPS/ Cheque/Pay Order/Demand Draft. The Cheque / Pay Order / Demand Draft is to be issued in favour of "SHCIL E-STAMPING UTTAR PRADESH" . RTGS/IMPS/NEFT can be done in this account

Beneficiary Name : SHCIL E-STAMPING UTTAR PRADESH

A/c No. 0109102000035246 (Current Account)

IFSC CODE IBKL0000109

BANK IDBI BANK

BRANCH SECTOR 18, NOIDA

The Stamp Duty procured will be in the form of E Stamp which can be verified from Stock Holding Corporation of India Limited's Website.

Please note that after a successful RTGS transfer, a UTR No. (of 22 digits) is generated which will be required to track the payment at Stock Holding Corporation of India Limited. In case of NEFT , A ref No. will be generated. For General Information, Transfers below Rs. 2 Lakhs are categorized as NEFT and Transfers above 2 Lakhs are categorized as RTGS. (**In**



**case of RTGS/NEFT, UTR No. and the account No. from which the amount is paid is required)**

**2.) Question : From Whose account the Amount of Stamp Duty is to be / can be paid ?**

Answer : The RTGS/NEFT/Cheque should be made from the Allottee(s) account only. Part payment by 2 allottee is also allowed using different modes of payment except cash.

**3.) Question : What is the time period for the Validity of the E-Stamp ?**

Answer : The E Stamp doesn't have any expiry date or Validity period. However in case the allottee wants to get the amount of E stamp refund. It can be done within 6 months of the purchase date of e stamp.

**4.) Question : What are the costs and expenses in refund of the E Stamp?**

Answer : The Government deducts 10% of the E Stamp Amount and refunds if applied within 6 months of purchase.

**5.) Question : Can the E Stamp be purchased in cash?**

Answer : After Demonetization cash cannot be used for buying the e stamp.

**Frequently Asked Questions on Power of Attorney**

**Question 1 : What is Power of Attorney? How to Get a Power of Attorney ?**

Answer : Power of Attorney is a legal document in the form of written authorization used by the Person to appoint/allow some other person to act on his behalf.

1. In case allottee is out of country, then he can courier a GPA/SPA ( **After getting it attested from Notary Public or the Indian Consulate/Indian Embassy**) in favour of his blood relative and the relative can complete the process. In such case , once received in India, it has to be verified and stamped, only after which it can be used in India.

2. In case allottee is presently available in NCR and going abroad or going anywhere, from where he will not be able to come personally for the registration, then in that case a GPA/SPA can be registered in Noida or the place where the person ordinarily lives in favour of his blood relative.

There are Two types of Power of Attorney.

**General Power of attorney** : It allows one person to authorize the other person to do things as provided in the Deed of General power of attorney ranging from registration of flat, its renting and even the sale of the flat. Only the powers conferred by the General power of Attorney are effective.

**Special power of attorney** is made for only one task such as just for getting the registration done and taking over the Possession.

**Please note that** All Power of Attorneys are revocable. The Power of Attorney should be

compulsorily registered. Notarized Power of Attorneys are not accepted by the Government offices for the registration.

**Question 2 : Process of Power of Attorney to be sent from outside of India**

1. Sign on each and every page of SPA.
  2. Get it Notarized from Notary Public or attested from Indian Consulate /Ambassy.
  3. Paste your Photograph on Page No. 01 and Self Attest your Photograph
  4. Send copy of ID of the Executant living outside India
  5. Send the above documents through Courier to the POA holder.
  6. After Receiving in India get it stamped within 90 days from the date of execution of POA.
- For Stamping, copy of Id proof of POA Holder and Envelope in which the Power of Attorney is sent is required as a proof.

The POA could be stamped in Noida or any place in which the POA holder resides.

**Question 3 : How to and from where to get the POA registered in case allottee resides in India?**

The POA can be registered in Noida or any place at which Executant resides. The POA is registered in the office of Sub Registrar.





**Samreddhi Documentation**

**C 443, Sector - 19, NOIDA, Gautam Budh Nagar (U.P.)**

**For Queries Call /SMS/ Whatsapp at Phone No.: 98181 86101 (Sunny Chawla)**

**Website: [www.samreddhi.com](http://www.samreddhi.com)**

**Email: [samreddhi@yahoo.com](mailto:samreddhi@yahoo.com)**

**Current Projects which are entrusted to us :**

**As on date the following Builder Projects are entrusted to us :**

**1. Paras Tierea, Sector 137 Noida**

**2. Paras Seasons, Sector 168 Noida**

**3. Logix Blossom County, Sector 137, Noida (exclusive registration carried by us) (See <http://www.logixgroup.in/blossom-county.php> and Click registry)**

**4. Saha Meghdutam, Sector 50, Noida (exclusive registration carried by us)**

**5. Logix Technova Sector 132 Noida (exclusive registration carried by us)**

**6. Logix City Center Sector 32 Noida (exclusive registration carried by us)**

**7. Logix Blossom Greens, Sector 143, Noida (exclusive registration carried by us) (See <http://www.logixgroup.in/blossom-greens.php> and Click Registry)**

**8. Sunworld Vanalika Sector 107 Noida (exclusive registration carried by us) (See <http://sunworld.in/> Select Vanalika and then Select Registry)**

**9. Sikka Karmic Greens Sector 78 Noida**

**10. Sikka Karnam Greens Sector 143 Noida**

**11. Logix Blossom Zest, Sector 143, Noida (exclusive registration carried by us) (See <http://www.logixgroup.in/blossom-zest.php> and Click Registry)**

**12. Sunworld Arista Sector 168 Noida - Registries to be started in September third week.**


**Samreddhi Documentation**

C 443, Sector – 19, NOIDA, Gautam Budh Nagar (U.P.)

For Queries Call /SMS/ Whatsapp at Phone No.: 98181 86101 (Sunny Chawla)

 Website: [www.samreddhi.com](http://www.samreddhi.com)

 Email: [samreddhi@yahoo.com](mailto:samreddhi@yahoo.com)
**How to Calculate Stamp Duty:**

The Stamp Duty is 5% of the Circle Rate value or the Sale value (Purchase Price) whichever is more.

Different Floors have different Circle Rates which is as follows

<b>Floor</b>	<b>Rate in Rs. per Sq. Mtr.</b>	<b>Rate in Rs. per Sq. Ft.</b>
Ground to Third Floor	40000	3716.091
4 <sup>th</sup>	39200	3641.769
5 <sup>th</sup>	38400	3567.447
6 <sup>th</sup>	37600	3493.125
7 <sup>th</sup>	36800	3418.803
8 <sup>th</sup>	36000	3344.482
9 <sup>th</sup>	35200	3270.16
10 <sup>th</sup>	34400	3195.838
11 <sup>th</sup>	33600	3121.516
12 <sup>th</sup>	32800	3047.194
12A	32800	3047.194
14th and Above	32000	2972.87

Parking Circle Rate : For each Covered Car parking : Rs. 3,00,000/-

For each open Car parking : Rs. 1,50,000/-

Circle Rate Value = Flat Size x Circle Rate + Parking Circle Rate

Sale value (Purchase Price): The Total price on the page 3 written in flat allotment agreement/ builder Buyer Agreement

Stamp Duty is 5% of the Circle Rate value or the Sale value (Purchase Price) whichever is more



**Samreddhi Documentation**

**C 443, Sector - 19, NOIDA, Gautam Budh Nagar (U.P.)**

**For Queries Call /SMS/ Whatsapp at Phone No.: 98181 86101 (Sunny Chawla)**

**Website: [www.samreddhi.com](http://www.samreddhi.com)**

**Email: [samreddhi@yahoo.com](mailto:samreddhi@yahoo.com)**

**Samreddhi Documentation benefits :**

**1. Single Point of Contact :** The Allottee has to contact one firm only for all works, He doesn't need to visit anywhere. We complete every task on behalf of the allottee.

There is single point for Documents Collection, Documents Depositing, acquiring E Stamp.

Coordination between the builder, Authority and Client is done by our firm.

Anything and Everything required for registry is carried on by us. The allottee is treated as a king and he will be at peace all times. The allottee just have to deposit documents and visit for registry.

**2. Response Time and Modes of Communication:** We are available on Phone, E Mail, Whatsapp, Facebook. We have a web site [www.samreddhi.com](http://www.samreddhi.com) which can be accessed easily. It is very easy to contact us and we offer 24x7 support. Status of the registry can also be tracked on the website

**3. Quality preferred over Quantity :**

a.) High Quality bond paper of not Less than 100 GSM is used by us for all registry documents which have long life expectancy.

b.) Only Original Toners and Professional Printers are used for printing registry Documents.

c.) The Allottee can track his registry status just by logging on [www.samreddhi.com](http://www.samreddhi.com) and entering his registered mobile number. He will be shown the exact status of registry and the time expected.

d.) A Scanned copy of the registry is provided by us on his registered email id.

e.) CRM of builder is given a training for understanding the whole process and to simplify the process.

f.) The Firm have a full fledged office in Noida having all the modern facilities


**Samreddhi Documentation**

**C 443, Sector – 19, NOIDA, Gautam Budh Nagar (U.P.)**

**For Queries Call /SMS/ Whatsapp at Phone No.: 98181 86101 (Sunny Chawla)**

**Website: [www.samreddhi.com](http://www.samreddhi.com)**

**Email: [samreddhi@yahoo.com](mailto:samreddhi@yahoo.com)**

our Other useful Services :

Property Documentation and Registration		Liasioning in NOIDA and other Departments
1. Transfer Deed	8. CIC Deed	1. Transfer Memorandum from Noida
2. GPA	9. Gift Deed	2. Mutation
3. Lease Deed / Rent Agreement	10. CIS Deed	3. Permission to Mortgage (PTM)
4. Sub-Lease Deed	11. other miscellaneous works.	4. Change in Constitution
5. Trust Deed	12. Stamping of GPA/SPA	5. Change in Shareholding
6. Will Deed	<b>13. Marriage Registration</b>	6. Extension for Construction
7. Agreement to Sell	14. Partnership Deed	7. No dues Certificate from accounts and Jal Department
	15. Mortgage Deed	8. Small Scale Industries (SSI) Registration