

Co- Op Housing Society Committee Handover Process

1. First need to schedule a meeting for handover with old and new committee members.
2. Old Secretary shall be make a list of documents and certificate which he/she received from previous committee/builder.
3. Documents list need to verify by new committee as per listed all should be in society office.
4. A separate list for all current service provider and local authority contacts number and email id which society communicated earlier or need to communicate.
5. A list of documents which should mention date until following records has updated like accounts and all statutory registers.
6. A list for Society staffs contact no and email ID.
7. A list for all society assets.
8. Current (Same month or coming month) pending work list which already started or going to start as decided by AGM/SGM.
9. Society Computer/Laptop Login details and knowledge transfer required from current committee to new committee about all document and folders structure of files.
10. If Society using online banking/Net Banking provide net banking details too.
11. If society deducting TDS so provide TDS details to new committee.
12. A List for all login credentials for all society emails/Software/Website's User ID/Password.
13. Make sure all documents list should be signed by old and new committee Chairman & Secretary.

Checklist

Here going to list some of important documents and certificates which most of the society should have and handover to new committee. However it is not necessary all mentioned documents society will have you need to check builder handover list which you received from builder and verify all documents mentioned in your builder handover should have in society office.

You just tick which one you have received from old committee and signed it from old committee.

Sr No	Tick ☐	Documents/Certificates
Property		
1	☐	Architect Certificate for area of each flat, common area and paring area (Original)
2	☐	Completion Certificate (Original)
3	☐	Occupancy Certificate (Original)
4	☐	Approved RCC Plan with certificate (original)
5	☐	Clearance to operate Elevator (original)
6	☐	NOC from fire department (original)
7	☐	NOC from Electrical inspector (original)
8	☐	Approved CC building plan from Local Municipal Body
9	☐	Approved OC building plan from Local Municipal Body
10	☐	AMC Documents – Lifts, Transformers, Pumps, Generator and Gym equipment if any applicable (Original)
11	☐	Undertaking or Promissory Note by Developer/Builder that he will complete the pending work within deadline. (take written Undertaking)
12	☐	Drawings of water piping (original)
13	☐	STP drawing & certification by pollution control board (original)
14	☐	Drawing of electrical wiring including earthling point (original)
15	☐	All Legal Documents executed between the Builder & Landowner
16	☐	Undertaking by the Builder regarding Indemnity & Limitation of Liabilities of the Society for all.
17	☐	NA Order (original)
18	☐	Approved Construction Plan (original)
19	☐	Extract of 7/12 OR CTS and Mutation Entry No. [Original]
20	☐	Land Agreement for Development Rights
21	☐	City Survey Map / Tikka Sheets
22	☐	Society Registration Certificate
23	☐	Flats Buildup Area/ Carpet area with owner Name (Member Register)
Society		
1	☐	Society Bye-law book
2	☐	All members details with flats area, owner name, contact no, email id
3	☐	Share Certificate Book
4	☐	Sale Deed copy/Index-2/Proof of Ownership of all Owners [Xerox]
5	☐	Car Parking Allocation/Marking Record [original]

6	☐	Contract with vendors (original)
7	☐	List of amenities in the apartment
8	☐	AGM Register
9	☐	MCM Register
10	☐	Share Register
11	☐	Nomination Register
12	☐	I Form
13	☐	J Form Register
14	☐	Members Nomination Form File
15	☐	Membership Form File
16	☐	Cash Book Register
17	☐	Lift License, if applicable (original)
18	☐	PAN Card
19	☐	TAN Card (If applicable)
20	☐	GST Certificate (If applicable)
21	☐	Property Insurance Document, if any (Original)
22	☐	Invoices and Warranties for all Assets – Pumps, Lift, Generator, Transformer, Pool Equipment's, Gym Equipment's [Original]
23	☐	Detail list of work pending till date & till what time you expect it to be completed.
24	☐	Asset Register
25	☐	Members Loan Register/NOC Files
26	☐	Applications for Membership File
27	☐	Applications for Membership File
28	☐	Applications for nominal / Associate Membership File
29	☐	Flat Transfer/Buy/Sell File
30	☐	Complaint from Members and correspondence thereof
31	☐	Counterfoils of share certificates
Finance		
1	☐	District co-operative bank account passbook/Statement (Share Capital)
2	☐	Details of other bank account Passbooks/Statements
3	☐	Previous Year Audit Reports (Original)
4	☐	Current year accounting details/Status
5	☐	Petty Cash Details
6	☐	FD Certificates
7	☐	Vouchers/Bill File
8	☐	Counterfoils of cheques issued