



**Form No. A-42**  
**(Kolkata Municipal Corporation Act, 1980)**  
**APPLICATION FOR ENTRY OF NAMES IN THE ASSESSMENT**  
**REGISTER AND SEPARATION/AMALGAMATION OF NUMBER(S) AND APPORTIONMENT**

- Please use block letters only and fill in all relevant information. Attach separate sheets wherever space is inadequate.
- Please quote your Assessee No. for all Correspondences.
- Change of Mailing Address to be communicated forthwith.
- Use your Assessee No. and contact the Treasury counter for payment of P. D. Bills if the same do not reach you timely.
- The downloadable form A-42 is available on the site [www.kolkatamycity.com](http://www.kolkatamycity.com)

## ACKNOWLEDGEMENT

For Office use only

Receipt No.

Date \_\_\_\_\_

.....

.....

Seal and Signature of  
Receiving Official

- |    |  |  |
|----|--|--|
| 1. | Name of applicant  | <input type="text"/>   |
| 2. | Assessee number  | <input type="text"/>   |
| 3. | Ward number  | <input type="text"/>   |
| 4. | Present Address<br>(Flat No./Room No./House No./Suite No./Premises No., Floor No., Road, Locality, Prominent landmark, Village/Town, District, State/Union territory, in that order) | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/> |
| 5. | Address of communication (if not same as above)  | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/>   |
| 6. | Telephone: (i) Office (ii) Residence (iii) Mobile  | <input type="text"/> <input type="text"/>  |
| 7. | e-mail ID  | <input type="text"/>   |
| 8. | Name(s) of existing recorded owner(s). Add extra sheet if space is inadequate  | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/>   |

9. Name of person(s) liable to pay tax (Owner / Occupier / Lessee / Lessor / Tenant)

Name of sub-lessee, if any

10.	Purpose of application (Tick Mark the adjacent box wherever applicable):
(1)	Mutation due to succession (intestate) <input type="checkbox"/>
(2)	Mutation due to succession (testamentary) <input type="checkbox"/>
(3)	Mutation of flats registered under Cooperative Societies Registration Act 1973 under section 178 (2)(III) of KMC Act 1980 <input type="checkbox"/>
(4)	Mutation of flats registered under WB Apartment Ownership Act 1972 under section 178(2)(IV) of KMC Act 1980 <input type="checkbox"/>
(5)	Mutation due to transfer except under Cooperative Societies Registration Act and WB Apartment Ownership Act <input type="checkbox"/>
(6)	Mutation of Wakf property <input type="checkbox"/>
(7)	Mutation of thika/ bustee <input type="checkbox"/>
(8)	Mutation of colony <input type="checkbox"/>
(9)	Mutation cum separation <input type="checkbox"/>
(10)	Mutation cum amalgamation <input type="checkbox"/>
(11)	Mutation and apportionment of consolidated rate <input type="checkbox"/>
(12)	Transfer of property from colony to non colony (other than amalgamation/ apportionment/ separation) <input type="checkbox"/>
(13)	Assessment of unassessed property (In cases where clearance KIT/ KMDA/ LA Collector are not involved) <input type="checkbox"/>
(14)	Assessment of unassessed property (In cases where clearance KIT/KMDA/LA Collector are involved) <input type="checkbox"/>
(15)	Change in company's name <input type="checkbox"/>
(16)	Transfer from minor to major <input type="checkbox"/>
(17)	Scheme of amalgamation (with respect to several companies) <input type="checkbox"/>

11. Whether consolidated rate bill is paid up-to-date [Against the quarters falling within the period from date of issue of NOC to date of filing of application] YES NO ☐ ☐

Please tick the appropriate box. If YES, please attach duly attested photocopies

12. Annual Valuation as per latest Property Tax Bill (in Rupees)

Date of effect of this valuation (DD-MM-YYYY)  -  -

13. Number of documents enclosed as per checklist in Appendix 1

Indicate serial numbers of documents as given in checklist (separated by commas)

14. In case of multiple mutations, indicate number of mutations (Separate affidavit / )

copies of title deeds need to be attached, to indicate how the title devolved)

15. Date of transfer of property (in case of mutation from Thika/Bustee/Khasmahal/WAKF/Colony) (DD-MM-YYYY) from  -  -   
Date of last such transfer, in case of multiple transfers  -  -   
(DD-MM-YYYY)

16. Measurement of Premise (in sq.ft.):

Area of total vacant land / land

Area of tank/pond within land

Total land area including the building/flat

Total covered area on which the premises/flat/portion is situated

Floor/carpet area of the flat<sup>1</sup>

Area of closed garage / car parking space

Area of open garage / car parking space

Area of exclusive garden

- [illegible]

18. Whether a hoarding or any other outdoor advertising device is erected on the premise.  
Please tick the appropriate box.
- | YES                      | NO                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
- If YES, please indicate monthly rent received. (in Rupees)  
Please attach copies of agreements.

19. Construction details of premise (please tick the correct alternative)

- (a) Pucca (Buildings with load bearing roof like R.C.C.) ☐
- (b) Semi pucca (Buildings with normal load bearing roof like tukri) ☐
- (c) Kuccha (Buildings with walls and roof of temporary material like tin / asbestos) ☐

20. Whether Completion Certificate issued by the Building Department (Please tick the appropriate box.)
- If YES, date of issue of Completion Certificate (DD-MM-YYYY)
- If NO, date of payment of the first Electricity Bill (DD-MM-YYYY). Please attach a copy of the first Electricity Bill.
- | YES                      |                        | NO                       |                      |
|--------------------------|------------------------|--------------------------|----------------------|
| <input type="checkbox"/> |                        | <input type="checkbox"/> |                      |
| <input type="text"/>     | - <input type="text"/> | <input type="text"/>     | <input type="text"/> |
| <input type="text"/>     | - <input type="text"/> | <input type="text"/>     | <input type="text"/> |

- |     |                              |  |  |
|-----|------------------------------|--|--|
| 21. | Number of stories in premise |  |  |
|-----|------------------------------|--|--|

- [illegible]

23. Flat number & Floor number (in which the assessee is situated):

<sup>1</sup> Super built-up area will be assumed to be 25% over and above the Carpet area



**VERIFICATION**

I, \_\_\_\_\_(full name in block letters), son/ daughter of \_\_\_\_\_solemnly declare that to the best of my knowledge and belief, the information given in the form A-42 is correct and complete.

Date: .....

Place: .....

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Name and Signature

Seal of the Firm or Co-operative Society whichever is applicable is to be used wherever necessary

## **APPENDIX – 1**

### **CHECKLIST OF DOCUMENTS TO BE PRODUCED (Depending on specific purpose of application):**

#### **1. Mutation due to succession (intestate):**

- 1) 'No Outstanding Certificate' (NOC) from Assessment-Collection Department
- 2) Affidavit (sworn before Notary Public or executive/ judicial magistrate) of heirship specifically mentioning municipal premises number and assessee number
- 3) Death certificate of the Recorded Owner (RO) and other legal heirs (where applicable) in original. In case of death outside KMC jurisdiction, attested photo copy of death certificate will be accepted
- 4) Affidavit of succession mentioning all owners who died intestate (Refer Proforma IV in form A-42)

#### **2. Mutation due to succession (testamentary):**

- 1) 'No Outstanding Certificate' (NOC) from Assessment-Collection Department
- 2) Certified copy or photo copy of Probated Will duly attested by a Group-A government Officer/ Notary Public/ Category 'A' KMC officer/ College principal(s) / University teachers / Public Sector Bank managers / Postmaster (Death Certificate to be attached where ever applicable)

#### **3. Mutation of flats registered under Cooperative Societies Registration Act 1973 under section 178 (2)(III) of KMC Act 1980:**

- 1) 'No Outstanding Certificate' (NOC) from Assessment-Collection Department
- 2) Certified copy or photo copy duly attested by group A Gazetted officer/ Notary Public/ Category 'A' KMC officer/ College principal(s) / University teachers / Public Sector Bank managers / Postmaster of documentary evidence showing the devolution of title from the recorded owner(s) as in the Assessment register. e.g. Registered Deed of Conveyance
- 3) Copy of resolution of the Society accepting the applicant as member of the Society along with approval of the Assistant/ Deputy Registrar of the Co-operative Societies towards such resolution, duly certified by the Secretary/ Chairman of the Society
- 4) Photo copy of share Certificate duly certified/attested by the Secretary/ Chairman of the society showing transfer of certificate in favour of the applicant

#### **4. Mutation of flats registered under WB Apartment Ownership Act 1972 under section 178(2)(IV) of KMC Act 1980:**

- 1) 'No Outstanding Certificate' (NOC) from Assessment-Collection Department
- 2) Certified copy or photo copy duly attested by group A Government officer/ Notary Public/ Category 'A' KMC officer/ College principal(s) / University teachers / Public Sector Bank managers / Postmaster of documentary evidence showing the devolution of title from the recorded owner(s) as in the Assessment register e.g. Registered Deed of Conveyance
- 3) Instrument C of West Bengal Apartment Ownership Act

#### **5. Mutation due to transfer except under Cooperative Societies Registration Act and WB Apartment Ownership Act::**

- 1) Attested copy of Registered Deed(s) of Conveyance showing devolution from the recorded owner to the applicant
- 2) 'No Outstanding Certificate' (NOC) from Assessment- Collection Department
- 3) Documents mentioned under point 1 and 2 above wherever applicable

**6. Mutation of Wakf property:**

- 1) All documents mentioned in point no. 1 or 2 (Mutation due to succession)
- 2) Clearance from Wakf Board

**7. Mutation of thika/ bustee:**

- 1) All documents mentioned in point no. 1 or 2 (Mutation due to succession)
- 2) Clearance from Controller of Thika Tenancy (CTT)

**8. Mutation of colony**

- 1) All documents mentioned in point no. 1 or 2 (Mutation due to succession)
- 2) Patta from Refugee Relief & Rehabilitation Department

**9. Mutation cum separation**

- 1) Attested copy of registered deed(s) showing devolution from the recorded owner to the applicant
- 2) Separation site plan ,duly signed by Licensed Building Surveyor / Architect and the applicant, showing
  - a. the mother premises
  - b. the premises to be separated and demarcated (to be shown in different colors)
  - c. the entrance to the individual plots
  - d. the abutting road mentioning the road width
  - e. the layout plan showing floor wise area of the constructed buildings

In case the land is vacant, the same is to be shown and recorded with area. Road width of the street should be indicated

- 3) Any other documents/ link deed supporting the separation
- 4) Duly filled up Proforma I of A42 form
- 5) An affidavit in respect of payment of prorata share of property tax i.e. Proforma II of A42 form

**10. Mutation cum amalgamation**

- 1) Attested copy of registered deed(s) showing devolution from the recorded owner to the applicant
- 2) Duly filled up Proforma I of A42 Form
- 3) Affidavit in Proforma II of A42 Form
- 4) Any other documents/ link deed supporting the amalgamation
- 5) 'No Outstanding Certificate' (NOC) from Assessment- Collection Department is required for all the premises for which amalgamation is sought for
- 6) Site plan duly signed by Licensed Building Surveyor/ Architect & applicants showing

- a. The different premises sought to be amalgamated (each site and the total site are to be shown in different colors)
- b. the entrance mentioning the road width
- c. floor layout plans for the construction area
- d. the area of each premise & the total premises
- e. land area and covered area
- f. road width of the street

#### **11. Mutation and apportionment of consolidated rate**

- 1) Attested copy of registered deed(s) showing devolution from the recorded owner to the applicant
- 2) Duly filled up Proforma I of A42 Form
- 3) Affidavit in Proforma II of A42 Form
- 4) Copy of building plan (for which application is submitted) duly signed by Licensed Building Surveyor
- 5) In case of first time assessment, Possession Letter / Completion Certificate from building department
- 6) If completion certificate is not available photocopy of the first meter reading is to be submitted by the premises owner

#### **12. Transfer of property from colony to non colony (other than amalgamation/ apportionment/ separation)**

- 1) Attested copy of Deed issued by Refugee Relief and Rehabilitation (RR&R) department
- 2) Site plan duly signed by the applicant along with Licensed Building Surveyor (LBS) or the secretary of the colony committee
- 3) Clearance certificate of outstanding till the quarter of issuance of deed after completion of GR/ IR (if any) prior to that

#### **13. Assessment of unassessed property ( In cases where clearance KIT/ KMDA/ LA Collector are not involved)**

- 1) Attested copy of deed
- 2) Copy of Records of Rights (ROR/ parcha) in the name of the applicant or vendor. If ROR is not available in the name of the applicant then B.L. & B.L.R.O mutation certificate in the name of the applicant is required
- 3) Site plan showing the premises with boundary the signature of the LBS
- 4) Location sketch

#### **14. Assessment of unassessed property ( In cases where clearance KIT/KMDA/LA Collector are involved)**

- 1) Attested copy of deed
- 2) Copy of Records of Rights (ROR/ parcha) in the name of the applicant or vendor. If ROR is not available in the name of the applicant then mutation certificate from Block Land Revenue Officer (B.L.R.O) in the name of the applicant is required
- 3) Site plan showing the premises with boundary the signature of the L.B.S
- 4) Location sketch
- 5) Clearance from KMDA/KIT wherever required



**15. Change in company's name**

- 1) Certificate from registrar of companies
- 2) 'No Objection' certificate from Assessment-Collection Department
- 3) Document showing ownership of the premises

**16. Transfer from minor to major**

- 1) Birth certificate/school leaving certificate
- 2) Notarized affidavit / Judicial Magistrate
- 3) 'No Outstanding' certificate from Assessment-Collection Department

**17. Scheme of amalgamation (with respect to several companies)**

- 1) Scheme of amalgamation as approved by any competent court
- 2) Deed copy blueprint (2copies)
- 3) Affidavit for pro rata payment on stamp paper (Rs.10)
- 4) 'No Outstanding' certificate from Assessment-Collection Department

**Further Information:**

- In case of area within Added Units or within the erstwhile Panchayat area since included in City proper – Certified Copy of R.O.R. shall be enclosed
- Land with any water body will not be separated.
- For Khatal lands NOC from Controller of Kolkata Thika Tenancy is essential.
- In respect of premises falling within Ward No. 57, 58, 66 and 104 clearance of Chief Valuer & Surveyor, KMC has to be obtained in respect of verification of ownership of land (meant for office only).

**PROFORMA – I**  
**(To be submitted separately)**

**Application indicating willingness to pay pro-rata liability of arrear dues where valuation already determined in respect of mother premises.**

To  
The Municipal Commissioner  
The Kolkata Municipal Corporation.

Sir,

I am to inform you that I am willing to pay the pro-rata liability of arrear dues in respect of the Premises No. .... under Ward No..... out of the valuation of the mother premises already determined for effecting mutation/separation/amalgamation/apportionment of taxes.

*Yours faithfully,*

*Dated:*

*Signature of the applicant(s)*

**PROFORMA – II**  
**(To be submitted separately)**

**Undertaking on Solemn affirmation for payment of pro-rata of arrear  
Taxes where valuation is yet to be determined**

***By Affidavit***

I, Sri. ....

S/O/D/O. ....

by occupation .....

by faith.....

residing at

.....  
.....  
.....

do hereby solemnly declare and undertake to pay the pro-rata share of taxes in respect of the Premises No.

.....in Ward

No. .... for the period up-to-the quarter prior to the transfer of it/or a portion of it being Flat No.

..... which may be determined after the mutation of the said Premises/Flat No.

..... in my name.

The above declaration is true to my knowledge.

*Yours faithfully,*

*Dated:*

*Signature of the applicant(s)*

**PROFORMA – III**

(Not applicable in respect of separation of Premises comprised of vacant land only)

*Proforma Certificate*

This is to certify that no mandatory space is required to be maintained as per the existing KMC's extant Building Rules in respect of Premises No. .... In Ward No. .... Borough No. .... which is sought for separation with reference to the application made by ..... for this 'No Objection Certificate'.

*Departmental procedure of C.A.'s Deptt*

*Signature of the E.E. (B)  
or City Architect*

**PROFORMA – IV**

(To be submitted separately)

*Affidavit of succession (describing family tree, date of intestate death of owner and all other successors )*