

IMPHAL MUNICIPAL COUNCIL BUILDING SHOPS/STALLS

To

The Chairperson,
Imphal Municipal Council,
Impal.

Subject :- Request for transfer of lease.

Sir/Madam

I have the honour to state that the lease holder under shop/stall No.
situated at
had expired on leaving behind family members.
Since after his/her expiry, I have been possessing and running the business for the livelihood means of my
family, I am therefore to request you to kindly transfer of the required leave in my favour as I am a bonafide
successor to the deceased. In support of my claim I beg to furnish the following particulars;

1. Applicant's Name (in block letter) :-
2. Father's Name :-
3. Age :-
4. Full :-
5. Kinds of Business :-
6. Receipt No. of last payment of Tax :-
7. Nature of the shop pucca/semi pucca/wooden shop :-
9. To whom the stall/shop stand earlier :-
10. Father's name :-
11. Address :-
12. Date of Death/Expiry :-
13. List of Family members :-

Enclosure:

- (i) **No-Objection/Declaration of the family members**
- (ii) **Affidavit of the Petitioner in support of his/her claims.**

Yours faithfully,

Name :

Address ;

I, the undersigned have agreed to accept the terms and conditions and abide by the
Rules & Regulations as enforced by the IMC, Imphal as deemed fit.

Witness :-

1. Full Name :-

Address :-

Signature of the Applicant

2. Full Name :-

Address :-

Date

Certified that the case for transfer of the lease is genuine. Hence transfer of the lease may please
be allowed and to correct the records accordingly.

Chairperson,
Imphal Municipal Council

Revenue Officer,
Imphal Municipal Council

TRANSFER CASE No.

Realized transfer fee of Rs

/- (Rupees