

Society Formation & Conveyance Checklist

Use this for project handover and redevelopment title-readiness. Society registration and conveyance are different legal steps.

1. Society formation / registration

☐	Applicable cooperative-housing-society registration route has been identified.
☐	Member / purchaser information and required registration documents are compiled.
☐	Registration certificate, bye-laws, member register and statutory records are preserved.

2. Handover records

☐	Sanctioned plans / OC / completion records are collected.
☐	As-built drawings, warranties, service manuals and common-asset records are collected.
☐	Maintenance / common-area / financial records are handed over as applicable.

3. Conveyance

☐	Registered conveyance status is verified from actual documents.
☐	Property description in conveyance is checked against land / property records.
☐	If conveyance is pending, legal advice is taken on direct or deemed-conveyance route.
☐	Post-conveyance mutation / property-record updates are tracked as applicable.

4. Redevelopment readiness

☐	Title / lease / authority conditions affecting redevelopment are identified.
☐	No redevelopment feasibility is treated as final until title / authority issues are recorded.
☐	All title / conveyance records are added to the Society redevelopment data room.

Record: Project / Society _____ Date _____ Reviewed by _____