

## GENERAL POWER OF ATTORNEY

TO ALL TO WHOM THESE PRESENTS SHALL COME I, \_\_\_\_\_,  
aged \_\_\_ & Residing at \_\_\_\_\_, SEND GREETINGS .

**WHEREAS** I am unable to personally attend to Various matters concerning My Apartment at, flat bearing no \_\_\_\_\_ . (Which said flat, and 1 car park are hereinafter collectively referred to as “the said flat) and I therefore desire to appoint some fit and proper person as my true and lawful Attorney.

I, do therefore hereby nominate constitute and appoint  
\_\_\_\_\_having residential Address at  
\_\_\_\_\_. As my true and lawful Attorney, for me in my name  
and on My behalf, to do the Various acts, deeds and things that is to say:-

1. To inspect the said premise, take possession, acknowledge receipts, accept the keys, sign undertakings and represent me at **the society's office** to do

everything as I would have done myself and to take the possession of the said premises also to submit the documents for **N.O.C** and other relevant documents at **the Society's office**.

2. **To make/Sign/execute and admit to execution** of the said flat on **leave and license** basis to any person and to apply to the society for permission and to represent me before the concerned **police authorities** to furnish information regarding the prospective licensee and for this purpose to sign all **forms, nominal membership forms declarations, undertakings, applications** etc as may be required.
3. To receive from the Licensee the licensee fee and /or deposit or any other amount and to give proper receipts for the same. To take back the vacant flat from the Licensee on or determination/termination of the license.
4. \_\_\_\_\_ is authorized to appear before the **Sub Registrar** or the appropriate authority and present before them required papers of the flat no \_\_\_\_\_ on the \_\_\_\_\_ floor in the **Building called \_\_\_\_\_, \_\_\_\_\_ CHS LTD, \_\_\_\_\_ Mumbai – 400072**.for the purpose of the said **Leave & License agreement to Prospective clients** and do all the necessary acts, deeds and things as requires therein and to receive back the duly **registered document** In my name as may act and deed to execute a proper licensed agreement /deposit agreement or other document in respect of the flat, in connection with giving **the leave and license of the apartment**.
5. To enter into, make, seal, sign, execute, deliver, acknowledge or perform any contract, deed, writing or thing that may be in the opinion of My said Attorney necessary or proper to be made, entered into signed or performed for effectuating any of the purposes aforesaid, exclusively related to giving the **apartment on leave and license**.
6. To commence, carry on or defend all suits, actions or proceedings touching the said flat.
7. To sign, verify and file plaints, written statements, applications, revisions or petitions before the Competent Authority or in any court.
8. To make and do such appearance on My behalf and to give evidence in any court.

9. To receive and/or send on My behalf documents, notices, registered letters/packets and to accept service of any summons, complaints, writs or notices of whatever nature.
10. And I hereby agree to ratify and confirm all and whatsoever the said Attorney shall do or purport to do by virtue of these presents.
11. In these presents the singular shall include the plural and the masculine the feminine and vice versa.
12. It is however clear that this **Power of Attorney** is restricted to matters concerning to the grant of the proposed **leave and license to prospective clients** in respect of the said flat and all the above mentioned ancillary matters thereto alone and shall not extend to any other matter whatsoever.
13. This power of attorney is a reversible power of attorney and it can be ceased as and when desired by me.

**IN WITNESS WHEREOF I , \_\_\_\_\_ have hereinto set our hand at Mumbai this \_\_\_\_ day of \_\_\_\_\_ 2020.**

SIGNED AND DELIVERED by the Within named:

\_\_\_\_\_

I, accept,

\_\_\_\_\_

In the presence of

- 1.
- 2.

Identified by me