

From:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:-

To,  
The Mamlatdar for Mutation  
Computer Section,  
Office of the Mamlatdar of \_\_\_\_\_ Taluka,  
\_\_\_\_\_, Goa.

**Sub:- Mutation under section 96 of the Land Revenue Code, 1968.**

Sir,

This is to inform that I / We have acquired right in the Property detailed on the basis of the documents and hence request you to effect mutation in the records of Rights. Viz Form No. I & XIV as under:-

1. Name/ Names of the person/persons \_\_\_\_\_  
in words favour the Mutation is to be effected \_\_\_\_\_
2. Nature of right acquired \_\_\_\_\_  
(Whether as Occupant/Co-Occupant/ \_\_\_\_\_  
/other rights) \_\_\_\_\_
3. Name of the Village Sy. No./Sub-Div.No.name of the Village:  
Wherein right is acquired Sy. No: \_\_\_\_\_ Sub Div No: \_\_\_\_\_  
Area: \_\_\_\_\_ Sq. mtrs.
4. Whether the name is to include in  
Occupant / tenant/Other right Column  
In form No. I & XIV \_\_\_\_\_
5. Name to be deleted if any \_\_\_\_\_
6. If yes, Whether from Occupant / Other right/  
Tenant Column of Form I & XIV \_\_\_\_\_
7. Nature of Documents:-  
Sale Deed/Gift Deed/ Will/Court Order/ \_\_\_\_\_  
Succession/ Lease others \_\_\_\_\_
8. Details of Above Document enclosed:-
  - i) Regn. No. and date \_\_\_\_\_
  - ii) Office of Regn. With address \_\_\_\_\_
  - iii) Case No. \_\_\_\_\_
  - iv) Date of Order \_\_\_\_\_
  - v) Name and address of the court \_\_\_\_\_
  - vi) Any other document \_\_\_\_\_
9. Copies of Documents enclosed  
(1) Latest copy of Form No. I & XIV of Survey No. \_\_\_\_ from the Village Talathi \_\_\_\_  
(2)  
(3)

Yours Faithfully

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