

**OFFICE OF THE EXECUTIVE ENGINEER (HOUSING)  
A.P.HOUSING BOARD: NELLORE DIVISION, NELLORE.**

**Notification No. 02/Vacant Plots /Auction/EM/EE-NLR/18 Dt.03.01.2019.**

The A.P. Housing Board proposed to disposal of 8 Nos Plots available in the A.P. Housing Board Colony, TADA, Nellore District on **“as is where is condition”** through sealed tender cum open auction. The venue is proposed in the office of the Executive Engineer (Hg), A.P. Housing Board, Nellore Division, Kallurupalli, Nellore . For Terms and conditions, applications forms and other details please see our official Website of APHB **“www.aphb.gov.in”**.

The details of Commercial Plots to be auctioned are as follows:

Sl. No	Plots	<u>Plot Area in Sq.Yds</u>	Plot Size	Upset price proposed
1	2	3	4	5
<b>ACTION DATE AND TIME : 20.02.2019 AT 11.00 AM</b>				
	<b>APHB Colony, TADA, Nellore District.</b>			
1	Plot No.1	166.67	25'-0" X 60'-0"	8,000/- per Sq.Yd
2	Plot No.2	166.67	25'-0" X 60'-0"	8,000/- per Sq.Yd
3	Plot No.3	166.67	25'-0" X 60'-0"	8,000/- per Sq.Yd
4	Plot No.4	166.67	25'-0" X 60'-0"	8,000/- per Sq.Yd
5	Plot No.5	166.67	25'-0" X 60'-0"	8,000/- per Sq.Yd
6	Plot No.6	166.67	25'-0" X 60'-0"	8,000/- per Sq.Yd
7	Plot No.7	166.67	25'-0" X 60'-0"	8,000/- per Sq.Yd
8	Plot No.8	166.67	25'-0" X 60'-0"	8,000/- per Sq.Yd

- 1) The participants should deposit **Rs.1,00,000/-** (Rupees One Lakh only) for each vacant Plot as EMD by means of Demand Draft obtained in favour of the **Executive Engineer (Housing), A.P. Housing Board, Nellore** and submit the same before 10:00 A.M and obtain Token Number so as to participate in auction on / /2018 and Demand Draft will be returned to the un-successful participants soon after the auction is completed. **The amount of EMD will not be accepted in cash.** If any participants wants to quote his/her rate through tender, should drop the sealed cover in Tender Box.
  - 2) Open auction will be conducted 1<sup>st</sup> and then sealed tender will be opened.
  - 3) The tenders will be opened after completion of auction process in the presence of participants.
  - 4) The highest amount quoted in the tender/bidding will be considered as highest bid.
  - 5) The highest bidder should deposit 10% of the bid price and 1% (One percent) auction expenses on the total bid amount after adjusting EMD amount of Rs.1,00,000/- within 48 hours soon after the auction is closed and the balance 15% of bid amount should be remitted with in 1 week and rest of the 75% of bid amount in 1 month from the date of receipt of confirmation of auction by the Vice Chairman & Housing Commissioner, A.P. Housing Board, Vijayawada. The Vice Chairman & Housing Commissioner reserves the right of confirming Or rejecting the auction.
  - 6) The balance sale price shall be paid within (30) days from the date of receipt of confirmation cum provisional allotment without interest or within (60) days with interest @18% per annum commencing from the date of receipt of confirmation cum provisional allotment. The extension may be considered by the Vice Chairman & Housing Commissioner, A.P. Housing Board, Vijayawada on the request of the highest bidder. If the highest bidder fails to pay the amount within the stipulated period, the amount paid by him/her will be forfeited and the house/plot will be put to re-auction.
  - 7) In the event of change of name if any, it shall be intimated by the successful bidder to the auctioning authority on the day of auction before the closure of auction process.
  - 8) The Vice Chairman & Housing Commissioner, A.P. Housing Board is the final Authority either to accept Or to reject any Or all the bids and reserve the right to cancel the auction without assigning any reasons thereof.
  - 9) The successful bidder has to pay the due amounts if any to be paid to the Concerned departments towards taxes etc., and to obtain water/drainage/ electricity connections at his/her cost.
  - 10) Minimum increment of each bid should be Rs.5,000/- (Or) multiple of Rs.5,000/- for House and Rs.100/- Or multiple of Rs.100/- for Plot.
  - 11) The Tenderer/ Bidder has to quote the amount more than the upset price.
- Note:-** If the dates mentioned above happen to be holiday in unforeseen circumstances, the auction will conducted on the next working day.

**Executive Engineer  
Nellore**

## **TERMS AND CONDITIONS**

### **TERMS AND CONDITIONS FOR AUCTION OF HOUSES/FLATS/PLOTS BY WAY OF SALE IN PUBLIC SEALED TENDER CUM PUBLIC AUCTION BASIS**

#### **1. CONFIRMATION**

Confirmation will be made to those eligible persons / Institutions / Societies / Company whose highest bid / tender is confirmed by the Vice-Chairman and Housing Commissioner, APHB

#### **2. ELIGIBILITY**

- a.** Only Persons / Institutions / Society / Company who can legally contract are eligible to apply.
- b.** Application may be in sole or in joint names / Institutions/ Societies/ Companies. All correspondence will be made in the name of the first applicant only.
- c.** In the category of Institution / Society / Company, documentary proof including latest Annual Report / Memorandum and Articles of Association / Registration Certificate in support of the nature of institution / Society / Company shall accompany the application.
- d.** Two recent passport size photographs of all applicants / authorized person shall accompany the application, one being affixed to the application at the space provided and duly attested by such applicant / authorized person and the other to be enclosed with the application duly signed on the reverse of the photo.
- e.** **Every application must be accompanied with the proof of EMD.**

#### **3. AUCTION AND SEALED TENDERS**

- a.** Applicants intending to offer the rate through sealed tender may do so in the prescribed form supplied with the application form. The filing of sealed tender is optional. The applicant / authorized representatives may submit the sealed tender before commencement of the open auction of the particular house/flat/plot. The sealed tenders need to be dropped in the box made available. APHB will not be responsible for the contents of any unclosed or unsealed covers.
- b.** The sale of houses/flats/plots will be on sealed tender cum public auction basis.
- c.** The tendered amount in the sealed tender form needs to be higher than upset price. In case the bid amount in open auction and tendered amounts are equal, the Auction Officer will conduct open auction again between the highest bidder / tenderers. The tendered rate need not be in multiple as may be announced by the Auction Officer and can quote any rate.
- d.** Once a sealed tender is received with the application it will not be returned or allowed to be withdrawn under any circumstances and the rate tendered therein shall be binding in case of acceptance of the same.
- e.** The auction will be held at the place on the date and as given in the Notification / Advertisement.

#### 4. SUBMISSION, ACCEPTANCE AND REJECTION OF APPLICATIONS

- a. Applications duly completed in all respects shall be submitted in APHB Office, at Kallurupalli, Nellore Division, Nellore.
- b. Mere submission of applications (including applications by post) does not amount to acceptance. APHB shall have the right to reject any application.
- c. Applications received in incomplete shape in any respect or without EMD or contrary to the terms and conditions and any other instructions will be rejected, even after acceptance of the bid/tender.

#### 5. AUCTION, BIDDING AND KNOCKING DOWN

- a. The entry into the place of auction will be regulated and Applicants having the tokens issued by APHB on the day of auction, accompanied by not more than two persons, if such applicant so wishes; are only permitted to participate in the auction with permit pass.
- b. "Applicant" hereinafter refers to the sole applicant or first applicant in case of joint names and in case of Institutions /Society/Company, the authorized person for the purpose of participation in the auction and completion of other formalities if such applicant / Institution / Society / Company succeeds in getting the house/flat/plot.
- c. In case of any disorderly conduct or disturbance by the applicant or the person accompanying the applicant, in or around the auction place or for any other sufficient reason, the Auction Officer shall be entitled to exclude such person/s from the auction premises, cancel their token and/or initiate criminal proceedings under law.
- d. The applicants may also authorize their representative in the prescribed form (proxy) to participate in the auction, on their behalf and it shall be binding on the applicant.
- e. The participant in the auction should deposit **Rs.1,00,000/- (Rupees One Lakh only)** as EMD by means of Demand Draft / Bankers Cheque drawn in favour of **Executive Engineer (Housing) A.P. Housing Board, Nellore** and submit the same before commencement of the auction. The amount of EMD will not be accepted in cash/ Cheque.
- f. Counters will be opened at the auction place **Two Hours** before the time fixed for commencement of auction for issue of tokens in exchange to Demand Drafts / Banker Cheques and Pay Order and submission of the application to participate in auction. If unsuccessful or while leaving the auction place, the token may be surrendered and the EMD will be returned on the day of auction only after completion of the auction process. The Un-successful applicants shall take their EMD duly surrendering the token issued only after completion of the auction on the day. The EMD will not be returned during the course of auction time. The token must be preserved safe and APHB will not be responsible for any loss of token.
- g. The Auction Officer shall have the right and power to change, modify, alter, extend, pre-pone the time of the auction and also to postpone the auction to any other date for reasons recorded in writing.

- h.** The Auction Officer shall have the right to accept or reject any bid/tender without assigning any reason and no grievance thereof will be entertained.
- i.** The bidding by the applicants shall be in multiples of Rs.5000/- in respect of house/flat and Rs.100/- per Sq.Yd in respect of plot.
- j.** The auction will be knocked down for the house/flat/plot in favour of the highest bidder. Soon after such knocking down, the sealed tenders received in respect of the house/flat/plot will be opened and the highest tendered rate will be recorded. The higher of the highest tendered rate and the highest bid rate will be accepted by the Auction Officer and such acceptance shall be binding on the applicant.
- k.** On acceptance of the highest bid/tender, as the case may be, hereinafter called the accepted rate and such amount as arrived at shall become the sale price.
- l.** 25% of such sale price shall be payable towards initial deposit. This Initial Deposit (I.D) shall be payable as follows:

The first highest bidder should deposit 10% of the sale price (after adjusting Rs.1,00,000/-) and 1% auction expenses on sale price within 48 hours from the time of completion of auction, and another 15% of the sale price within (7) days from the time of completion of auction. The balance sale price shall be paid within (30) days from the date of receipt of confirmation cum provisional allotment without interest or within (60) days with interest @18% per annum commencing from the date of receipt of confirmation cum provisional allotment.
- m.** For violation of condition (l) above, the 25% amount paid as initial deposit and 1% (One percent) auction expenses remitted by the highest bidder will be forfeited to the A.P Housing Board account and balance amount if any will be refunded. The plot/house/flat will be put to re-auction.
- n.** The highest bidder should also deposit Rs.1000/- towards cost of preparation of registration plans and Rs.500/- towards conveyance charges to get the house/flat/plot registered in his/her favour. Further he/she has to bear the stamp duty and registration charges as per rules of Registration & Stamps Department.
- o.** The accepted rate as knocked down by the Auction Officer shall be subject to confirmation by the Vice-Chairman and Housing Commissioner, APHB.
- p.** In case of postponement due to exigency, the same will be informed to the applicants at the auction place, or by affixing a notice to that effect on the Notice Board in the APHB office.
- q.** The auction of houses/flats/plots shall be as per the schedule given in the brochure. Any un-disposed houses/flats/plots for whatever reasons may be re-auctioned at a later date to be announced / notified separately.

## 6. CONFIRMATION

- a. Intimation of Confirmation or otherwise as the case may be, will be sent by Registered Post. In case of non-receipt of such intimation, it shall be the responsibility of the applicant to personally obtain a duplicate copy of the notice from the office of APHB. Non-receipt of notice by the applicant shall not be a ground for non-payment of the sale price or for delayed payment.
- b. Final allotment letter will be issued on payment of full sale price.

## 7. MODE OF PAYMENTS

- a. All payments shall be remitted through Demand Draft / Banker's Cheque drawn in favour of Executive Engineer, A.P Housing Board from any Nationalized / Scheduled Bank. No Cheques/ Cash will be accepted.

## 8. EARNEST MONEY DEPOSIT (EMD)

- a. EMD carries no interest.
- b. In case of rejected applications or un-successful applicants, the EMD amount will be refunded to the applicant or authorized person on the same day after completion of the auction or on next working day or on completion of auction schedule.
- c. In case of acceptance of the bid/tender the applicant shall at once surrender the token issued by APHB.
- d. APHB shall not be responsible **for any forgery of signature of the applicant in the authorisation form** / application form or in correspondence with APHB and it is implied that the applicant has given such authorisation at his/her/their own risk.
- e. In case of non-collection of Demand Draft / Banker's Cheque from APHB by the unsuccessful bidder, the same will be returned by Registered Post to the address given in the application, after the last day of auction. APHB shall not be responsible for any loss or damage in the postal transit, of the Demand Draft / Banker's Cheque.

## 9. INITIAL DEPOSIT (ID)

- a. ID is equivalent to 25% of the sale price and includes EMD.
- b. ID carries no interest in case of refund.
- c. In case of cancellation of allotment for non-payment of balance sale price as stipulated or for any other reason, the entire ID amount with 1% auction expenses stands forfeited.
- d. In case of non-confirmation of the bid/tendered amount **by the concerned authority**, for any unforeseen reasons, the ID will be refunded **by way of cheque without any interest**.
- e. **Any part payments made towards ID and failed to pay the balance sale price within the prescribed time, both EMD and whatever amount of ID paid is liable for forfeiture.**

## 10. CANCELLATION/SURRENDER/WITH DRAWAL AND REFUNDS

- a. **All the payments by the applicant shall be made within the stipulated time. For non-payment of the sale price within the stipulated time, the confirmation will be cancelled without any intimation of whatsoever nature.**
- b. For the purpose of prompt accounting, the successful bidder/s may intimate the payment particulars as and when made as per time schedule.
- c. **The confirmation is also liable for cancellation for violation of any other terms and conditions as contained herein or as may be communicated from time to time.**
- d. **In case of cancellation, for whatsoever reason, the ID and 1% auction expenses will be forfeited.**
- e. **Withdrawal from auction or surrender by the applicant amounts to cancellation for the purpose of refund of the amount paid by the applicant.**
- f. In all cases of authorized refunds, **the applicant shall submit advance stamped receipt to APHB and seek refund either in person or by post giving specific address and such refund will be made through an A/c Payee cheque.** APHB will not be responsible for loss or misplacement of the cheque sent by post or for its mis-utilization.

## 11. POSSESSION AND CONVEYANCE

- a. **In case of plots the area of plot is subject to variation. In case the actual area is less, the excess payment made by the purchaser, if any, will be refunded and no interest on such excess payment is payable by APHB. In case the actual area is more, the cost of excess area will be calculated at the bid rate/tender rate upto a period of one year from the date of auction and thereafter interest on bid rate will be levied @ 12% p.a.**
- b. **Possession of the house/flat/plot will be handed over on payment of the full sale price and any other dues as per the terms and conditions.**
- c. The allottee/authorized representative **shall take over the Physical Possession on or before the date as may be prescribed in the Final confirmation Letter**, failing which penalty @ **Rs.5,000/-** in case of house/flat and Rs. 1000/- in case of plot shall be levied per month till the date of taking over of the physical possession.
- d. Final confirmation letter will be issued after payment of full sale price & any other dues including cost of excess area, if any.
- e. Conveyance of the houses/flats/plots through a registered Sale Deed will be made **on the names of applicants only at the cost and expenses of the purchaser after payment of the full sale price and any other dues and after taken over the possession of houses/flats/plots.** Registration should be completed within the stipulated time as prescribed in the Final Confirmation Letter failing which a penalty of **Rs.5,000/-** per month in case of house/flat and Rs. 1000/- in case of plot shall be levied till the date of submission of documents for registration. With respect to NRI allottees, the original allottees shall furnish the GPA, authorizing agent / representative for execution of sale deed duly notarized in their countries and sign in the prescribed form (Special Power of Attorney) by the registration authorities and to directly forward to APHB.

**12. NON-RESIDENT INDIANS (NRIs)**

- a. For all correspondence, the NRI applicant has to nominate a local representative or banker with Telephone No. and correct address.
- b. All payments shall be in Indian Currency only.
- c. APHB will issue NOC for obtaining loans from the banks subject to sanction by the respective banks and forward the Registered Sale Deed directly to the bank / financial agency. Processing fee will be collected as applicable.

**13. GENERAL**

- a. The Site Plans are displayed in the Division Office of the APHB at Kallurupalli, Nellore.
- b. The confirmation shall be subject to cancellation for violation of any of the terms and conditions or stipulations or instructions.
- c. All rates, taxes, charges, fees, assessment and other levies, arrears of property tax, VLT etc., of whatsoever nature shall be paid by the purchaser to the concerned authority/body.
- d. The Andhra Pradesh Housing Board will not take any responsibility for delay in release of connections by departments like Municipality, Electricity Department, Telephone Department etc.,
- e. **APHB reserves the right to defer, cancel, alter, amend or modify the Notification/Advertisement calling for the applications for Auction.**
- f. The nomination given in the application is valid till the house/flat/plot is registered in favour of the applicant.
- g. The proxy / or authorized person nominated is valid till the registration of house/flat/plot for correspondence. However, if there is any objection in writing from the purchaser the proxy / authorized person does not have any right to make further correspondence on behalf of the purchaser.
- i. All the correspondence will be made to the address given in the application form. It shall be the responsibility of the purchaser to inform any change in the address obtaining acknowledgement from APHB.

**14. SPECIAL CONDITIONS:**

- 1. All permissions will be considered by the respective authorities only as per the rules / regulations, norms as applicable and any changes made from time to time by the Government.
- 2. In all matters of doubts or disputes or in respect of any matter not provided for in these terms and conditions, the decision of the Vice-Chairman and Housing Commissioner, APHB shall be final and binding.

3. The houses/flats/plots put for auction is on “as is where is condition”. The applicants shall inspect the houses/flats/plots and satisfy themselves of the condition and location of the houses/flats/plots before participating in the auction.
4. Processing fee for auctioning plots as per conditions approved in the 538 (Ordinary) Board Meeting held on 02-02-2018.

Sl.No.	Description of request / Section activities	Processing Fee
1	Deletion of one of the highest bidder (Jointly) at the time of Registration	Municipalities Rs.10,000/- Urban Rs.20,000/-
2	Inclusion of Family Members of the highest bidder	Rs.5,000/- for each member
3	N.O.C for obtaining Loans from the Banks	1% of the bid amount maximum of Rs.30,000/- for Urban and for Rural Rs.15,000/-

**APPLICATION FORM FOR ALLOTMENT OF HOUSE/FLAT  
PLOT BY SALE ON AUCTION-CUM-TENDER BASIS  
EMD PAYMENT**

**Note:**  
1. Affix and attest first applicant photo here.  
2. Write the name and sign on the reverse of second photo and attach on the left side of the application.

**D.D/B.C No.**

**Date**

**Bank**

**Amount Rs.**

**1. NAME IN FULL WITH SURNAME (BLOCK LETTERS)      2. FATHERS/HUSBAND'S      3. AGE      4. SIGNATURE**

<b>1<sup>st</sup> APPLICANT</b>			
<b>2<sup>nd</sup> APPLICANT</b>			
<b>3<sup>rd</sup> APPLICANT</b>			
<b>4<sup>th</sup> APPLICANT</b>			
<b>5<sup>th</sup> APPLICANT</b>			

**5. NAME OF THE BANK WITH A/c No. AND BRANCH OF THE APPLICANT:**

<b>1<sup>st</sup> APPLICANT</b>
<b>2<sup>nd</sup> APPLICANT</b>
<b>3<sup>rd</sup> APPLICANT</b>
<b>4<sup>th</sup> APPLICANT</b>
<b>5<sup>th</sup> APPLICANT</b>

**6. PAN : (PERMANENT ACCOUNT NO. OF INCOME TAX OF THE APPLICANT)**

<b>1<sup>st</sup> APPLICANT</b>
<b>2<sup>nd</sup> APPLICANT</b>
<b>3<sup>rd</sup> APPLICANT</b>
<b>4<sup>th</sup> APPLICANT</b>
<b>5<sup>th</sup> APPLICANT</b>

**7. ADDRESS FOR CORRESPONDENCE (FIRST APPLICANT ONLY)**

**8. TEL.Nos.(1<sup>st</sup> Applicant)**

Off: 1. \_\_\_\_\_  
2. \_\_\_\_\_

Res: 1. \_\_\_\_\_  
2. \_\_\_\_\_

Cell: 1. \_\_\_\_\_  
2. \_\_\_\_\_

**9. NOMINEE'S NAME  
INSTITUTIONS)**

**AGE NAME OF BANK (For NRI'S and**

**1<sup>st</sup> APPLICANT**

**2<sup>nd</sup> APPLICANT**

**NAME OF AUTHORISED PERSON  
(FOR INSTITUTIONS)**

**3<sup>rd</sup> APPLICANT**

**4<sup>th</sup> APPLICANT**

**SIGNATURE OF AUTHORISED PERSON FOR  
INSTITUTIONS**

**5<sup>th</sup> APPLICANT**

**NAME OF THE LOCAL PERSON/BANK FOR CORRESPONDENCE (For NRI'S) WITH ADDRESS**

**PLACE:**

**DATE:**

**SIGNATURE OF 1<sup>st</sup> APPLICANT.**

**DECLARATION-CUM-UNDERTAKING**

I / We, the applicant/s for allotment of Houses/Flats/Plots through auction-cum-tender process have read all the terms and conditions and other instructions.

I / We, declare that the particulars given above are true and correct to the best of my / our knowledge and information. I / We, also hereby undertake to abide by the terms and conditions of allotment.

We hereby declare and undertake that all actions of the first applicant are binding upon us and all communications may be sent to the first applicant, and APHB shall not be a party for any dispute amongst us.

In case the above particulars are found to be false and / or incorrect or if we fail to abide by the declaration-cum-undertaking, I/we will abide by the action that will be taken by APHB including cancellation of allotment.

<b>Date:</b>	<b>Signature:</b>	1.....
		2.....
		3.....
		4.....
		5.....

**INSTRUCTIONS:-**

1. In case of joint applicants, all shall sign the application form and declaration form and declaration-cum-undertaking.
2. In case of Institutions, only the authorized signatory under their rules / bylaws shall sign.
3. In case of Institutions, all correspondence will be made to the address given in the application. The actions of authorised person are limited to participation in the auction and completion of formalities and payment of ID on the day of auction.
4. Institutions shall enclose necessary latest documentary proof including latest audited Annual Report, Registration Certificate, Partnership Deed, if any.

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**FOR OFFICE USE:**

Application is in order and may be admitted.

Application is defective / incomplete and may be rejected for the following reasons.

- 1.
- 2.

**AUTHORISED OFFICER.**

**Application No.**\_\_\_\_\_

**ANDHRA PRADESH HOUSING BOARD**  
\_\_\_\_\_ **Division.**

**AUTHORISATION FORM**

I / We, \_\_\_\_\_ S/o, D/o / W/o \_\_\_\_\_  
\_\_\_\_\_ have applied for allotment of  
Houses/Flats/Plots by way of sale on auction-cum-sealed tender basis.

I / We hereby authorize Sri / Smt. \_\_\_\_\_  
S/o, D/o, W/o \_\_\_\_\_ to participate in the  
auction and bid, on my / our behalf. I / We hereby undertake to abide by the bidding made  
by the said authorised representative and to adhere to the terms and conditions of auction.

**Signature of the Applicant / s**

**Signature of Authorised person &**

**Name of the Applicant**

**Date**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application No. \_\_\_\_\_

(SEAL OF INSTITUTION IF APPLICABLE)  
\_\_\_\_\_

**ATTESTED**

Signature of Applicant  
[With Seal of Institution]

**ANDHRA PRADESH HOUSING BOARD**  
\_\_\_\_\_ Division.

**Application No.**

**TENDER FORM FOR ALLOTMENT OF HOUSE/FLAT/PLOT.**

1. Name of the Applicant / s

2. Application No.

Token No.

3. No. of House/Flat/Plot to be Tendered

4. a) Rate for house/flat no. \_\_\_\_\_ at \_\_\_\_\_

Rs. \_\_\_\_\_ per unit. {Rupees \_\_\_\_\_  
\_\_\_\_\_.

b). Rate per Sq.yard for plot no \_\_\_\_\_ at \_\_\_\_\_.

Rs. \_\_\_\_\_ per Sq.Yd. Rupees \_\_\_\_\_  
\_\_\_\_\_.

**Signature of the Applicant.**

**NOTE:** This Tender Form in original should be enclosed in the envelope & superscribed as “Tender for the APHB Auction for house/flat/plot no. \_\_\_\_\_ at \_\_\_\_\_ closed and sealed and then attached to the Application Form with EMD, and the whole set should be enclosed in the envelope super scribed “Application for the APHB Auction” and submitted to the APHB on the date of auction. APHB will not be responsible for the contents of any unenclosed or unsealed envelope.

**Signature of Authorised Officer**