

DOCUMENTS REQUIRED FOR TRANSFER (HIBA)

1. Forwarding letter giving details of the sale / transfer documents.
2. Original Allotment / Transfer Letter for cancellation.
3. Declaration of oral gift on stamp paper worth Rs.50, duly attested by the Oath Commissioner.
4. No Demand Certificate after clearance of all the dues and transfer fee.
5. Undertaking by the Donee regarding variation fee.
6. Acceptance by Donee on Stamp paper worth Rs.50/- duly attested by the Oath Commissioner.
7. Photocopies of Computerized National Identity Card of Donor, Donee and Two Witnesses duly attested by the Oath Commissioner / Class one officer / regular member.
8. 2x Passport size photograph of the Donee (Blue Background) duly attested.
9. Associate Membership (AM) Form *(Available at Finance Counter for Rs.350/-)*
10. Paid Challan of Associate Membership (AM) Fee Rs.37,000/ of Donee.
11. Original Transfer / Sale deed along with affidavits of seller & purchaser regarding surrender of the deed (In case of registered plot).
12. CVT-1 & IT-5 Forms
13. Transfer Fee according to the size of the plot.
14. Stamp Duty *(To be paid after transfer activity)*

To: The Secretary
Defence Housing Authority
Lahore Cantt.

Subject: **Transfer of Plot No. , Sector , Phase , DHA Lahore Cantt.**

Sir,

1. I have sold/gifted my Plot No. _____, Sector _____, Phase _____, measuring One Kanal, in Phase _____ to _____

2. I have executed necessary transfer papers, which are appended herewith for your necessary action and record please.
3. Following documents are attached.
 - a. Original Allotment/transfer letter
 - b. Undertaking by the Purchaser
 - c. No Demand Certificate
 - d. Transfer affidavit duly attested by the Oath Commissioner.
 - e. Photocopy of the NIC of both, Seller and Purchaser
 - f. Associate / regular membership form of the purchaser
4. Kindly transfer the above said plot in favour of the above said purchaser

Yours Sincerely,

Signature

Signature

Signature

DECLARATION OF ORAL GIFT

(Hiba Zabani Bila Ewaz For Legal Heirs Who Have Attained Majority)

(On Stamp Paper worth Rs. 50/- duly attested by Oath Commissioner)

I, _____ having NIC # _____

S/O, W/O, D/O _____

Muslim, Adult, resident of _____ in possession of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

1. That I am a bonafide Member of Defence Housing Authority (Ex LCCHS) Lahore Cantt, vide membership No. _____ Dated _____ and was allotted / transferred a plot bearing No. _____ Phase _____ measuring _____ Kanal/Marlas or thereabout in the DHA (EX LCCHS) Lahore.
2. That on account of natural love and affection which I bear to my Father/ Mother / Wife / Son / Daughter _____ s/o, d/o, w/o _____ in presence of witnesses (1) Mr. _____ s/o _____ and (2) Mr. _____ s/o _____, I, by Hiba Zabani Bila Ewaz gifted away the above said property to my wife / husband/ son / daughter / father / mother who is now the owner of the above said property.
3. That I have also handed over complete possession of my above mentioned plot to Mr / Mrs / Miss _____ on the same date i.e. _____ along with all relevant documents pertaining to the property / plot.
4. That since then Mr / Miss / Mrs _____ is in exclusive ownership and possession of the property.
5. That I solemnly affirm and declare that the name of Mr / Mrs / Miss _____ should be entered in the records of the Defence Housing Authority Lahore Cantt as the owner of the said property.
6. That I solemnly declare that I have no right, title or interest in the said property and Mr / Mrs. / Miss _____ is the exclusive owner since today.
7. I further declare that neither any case is pending in any court against the above mentioned plot / property nor any stay order is operative.
8. That whatever is stated above is true.

Lahore Cantt

Donor _____

Donee _____

Dated _____

Witnesses

1. _____

2. _____

I Mr, Mrs, Miss _____

S/O,W/O, D/O _____

Membership No. _____ Owner of Plot No. _____

Whose signatures are given below has executed and signed the documents for transfer of allotment of said

Plot in favour of Mr. /Mrs./ Miss _____

S/O,W/O, D/O _____

On _____

LA/AO **Date** **Owner / Donor**

Donor

Donee

Identified by

Note: I undertake that I will submit transfer papers at DHA Customer Services (Trf Section) within 30 days from the date of transfer for issuance of transfer letter in my name, if I failed to do so I would be liable to pay the fine/penalty for late submission as per DHA procedure.

Donee

UNDERTAKING BY THE DONEE

1. Certified that I agree to pay the Variation in Development charges and plot size on demand.
2. I will not make any addition / alteration in the building so purchased without prior approval from the Building Control Branch of the Authority. In case any change / shifting of Electric Poles, Telephone Poles and Manhole etc are necessitated as per my requirement, it will be done at my risk and cost if feasible.
3. I shall not convert the property to different use(s) or purposes(s) other than that provided or permitted under the regulations.
4. I will ensure that Plot /House Tax/Other dues due to the Cantt Board Lahore have been paid. I shall not default or fail in payment of taxes and other duties of Central / Provincial Government.
5. I undertake to pay any Variation in plot area.
6. I hereby undertake to abide by all rules, regulations / bye laws of the Defence Housing Authority.
7. I shall not damage the interest of the Authority and my act or omission shall not be detrimental to the aims and objectives as well as the reputation of the Authority.
8. I shall obey the decision made or instruction issued by the Authority.
9. I shall not involve in violation of Authority's Rules or Regulations.
10. I shall not involve in frivolous litigations with the Authority.
11. I shall not misuse the dwelling or habitually act in an ungrateful manner or the manner which may cause serious nuisance to my neighbours.
12. I further undertake that I will submit transfer papers at DHA Reception within 30 days from the date of transfer for issuance of transfer letter in my name, if I failed to do so I would be liable to pay the fine / penalty for late submission as per DHA procedure.
13. In case of possession of Plot, I shall construct the building as per DHA Byelaws/Policy, failing which I will pay non construction penalty, as applicable.
14. My 3 specimen signature are as under:-

Signatures: _____

Name _____

Plot No. _____ Phase _____ Reference # _____

Dated _____

ACCEPTANCE OF GIFT

(On Stamp Paper worth Rs.50/- duly attested by Oath Commissioner)

I, _____ S/O, D/O, W/O _____ do,
solemnly affirm that my Husband/Mother/Father/Son/Daughter by means of HIBA ZABANI
BILA EWAZ, gifted away the property / Plot No. _____ in Defence Housing Authority,
Lahore Cantt in the presence of witnesses in my favour and put me in possession as
absolute owner of the above said property and delivered all the documents pertaining to the
above property and that I have accepted the gift. (Hiba)

Donee

Mr/Mrs./Miss _____

R/O _____

WITNESSES

1. _____

2. _____

**DEALER
STAMP**

Contact No:

Date: ____/____/____

From

Mr./Mrs./Miss _____

S/O, D/O, W/O: _____

CNIC No: _____

Contact No: _____

Plot House/Building Under Construction
 Allocation File

To: Secretary
 DHA Lahore

Type of Transfer: Regular HIBA

Foreign Transfer:

Purchaser Abroad Seller Abroad

Transfer on court orders

Subject: **Request for NDC**

Plot/Property No _____ Sector _____ Phase _____ Membership No _____ I have decided to transfer above referred Plot/Property in the name of Mr./Mrs./Miss _____ S/O,D/O,W/O _____ CNIC No _____. I am bound to pay all dues including transfer fee against the Plot/Property. It is, therefore, requested that NDC may please be prepared.

Note: I have read the instructions overleaf and deposited the documents as required.

Yours Sincerely

FOR DHA USE ONLY

<u>Dir BC</u>	
<u>LA (Tfr)</u>	
<u>TO-1</u>	
<u>TO-2</u>	
<u>Land Branch</u>	
<u>Legal Branch</u>	

DT&R

PTO
Details Overleaf

DOCUMENTS TO BE ATTACHED

1. Copy of CNIC
2. Photocopy of Allocation/ Intimation/ Allotment/ Transfer Letters
3. Copy of Site Plan for the plots (if possession is open), If not held will be applied for along with NDC.
4. Copy of Completion Certificate (in case of Completed House/ Building)
5. TIP Paid receipt and clearance certificate from Walton/ Lahore Cantt Board (In case of constructed property). In case of exemption, exemption certificate be attached.
6. Property Tax receipt and clearance certificate from Walton/ Lahore Cantt Board.
7. NOC for Armed Forces Personnel in case of service benefit Plots/ Plots allotted out of Defence quota from GHQ AG's Branch (W&R Dte).
8. Attested photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retd JCOs/NCOs and NOKs of Shaheed/ Deceased.

Note:

1. Original Allocation, Intimation, Allotment, Transfer Letter(s) and original NOC (GHQ) to be surrendered to DHA at the time of transfer.
2. Paid copy of transfer fee and other dues (if any) to be submitted at least two days before transfer.

Validity Period of NDC

Possession Plot/House	30 days
Non Possession Plot	90 days

Cancellation Policy

1. In case the NDC is applied with name of the purchaser, NDC will only be cancelled with the consent of the individual on physical presence in DHA, whose name is filled in NDC Form. The cancellation will be done on Rs. 50/- Affidavit.