

DOCUMENTS REQUIRED FOR TRANSFER

1. Forwarding letter giving the details of the plot / house, name of purchaser and documents under Seller's three Signatures.
2. Original Allotment / Transfer Letter so that new letter is issued in the name of transferee.
3. Affidavit typed on Stamp paper worth Rs.50/- duly attested by Oath Commissioner.
4. **NO DEMAND CERTIFICATE.**
5. Undertaking by the purchaser.
6. Photocopies of the Computerized National Identity Card (CNIC) of both Seller and Buyer duly attested by oath commissioner.
7. 2 x Passport size photograph duly attested by class one officer.
8. Registration Fee Rs 37,000/- of new owner.
9. Cost of Registration Form Rs 350/-
10. 3 % cantt board transfer tax of DC value.
11. Original Transfer / Sale deed along with affidavits of seller & purchaser is to be surrendered in case of registered plot.
12. Transfer Fee according to the size of plot.
13. CVT.
14. Stamp Duty Tax.

From. _____

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

AFFIDAVIT

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

I, _____ having C.N.I.C. No _____

Son/ Daughter/ Wife of _____ Muslim, Adult, Resident of _____ in possession of my full faculties and senses and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

1. That I am bonafide member of DHA, Lahore Cantt, vide Registration No. _____ dated _____ and I was allotted / Transferred a plot of land bearing No. _____ in phase _____ measuring _____ Kanals / Marlas situated in Defence Housing Authority Lahore.

2. That by virtue of the provisions of bye law No. 17 of the Authority, I hereby return the original allotment letter No. _____ dated _____ for cancellation which has been sold to Mr _____ son / daughter / wife of _____ having C.N.I.C. no _____

Resident of _____ Registered Member of the Authority vide Registration No _____, total sale price of the said plot has been received by me from purchaser.

3. That having relinquished the said plot to the Defence Housing Authority for further allotment to Mr / Mrs / Miss _____ son / daughter / wife of _____ and the Possession of the plot be handed over to the said _____ conferring exclusive ownership rights and possession of the plot upon the above said Transferree / Purchaser.

4. That I affirm and declare that the name of Mr / Mrs / Miss _____ should be entered in the records of the DHA Lahore Cantt, as the owner of the aforesaid property.

5. That I solemnly declare that I have no right, title or interest in the said property and Mr / Mrs / Miss _____ is the exclusive owner of the same since _____.

6. That I further affirm and declare that neither I have entered into an agreement for the sale of plot in question with any other person except the above said purchaser nor any suit is presently pending in any court of competent jurisdiction and no stay order is operative against the said plot further more said plot is free from all encumbrances. In the event the above statement is found to be false, incorrect or untrue, the deponent shall pay the entire sale consideration with profit etc. to the purchaser.

7. That whatever is stated above is true to the best of my own knowledge and belief.

DEPONENT

Verification

Verified on Oath at Lahore, this _____ day of _____ that the contents of above affidavit are true and correct to the best of my knowledge, information and belief, and that nothing has been concealed therein.

DEPONENT

I Mr, Mrs, Miss _____
 S/O, W/O, D/O _____
 Registration 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 _____
Owner / Seller

Seller

Purchaser

Identification

Note: I 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.

Purchaser

UNDERTAKING BY THE PURCHASER

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 _____

Direct
 Through 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
 (Father/Mother/
 Wife/Son/
 Daughter)
Foreign Transfer :
 Seller Abroad
 Transfer on Court Orders

Subject: **Request for NDC**

I/we have decided to transfer Plot/Property No _____ Sector _____ Phase _____ Membership No _____. I/we am/are bound to pay all dues including transfer fee against the Plot/Property. It is, therefore, requested that NDC may please be prepared.

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

Your's sincerely

FOR DHA USE ONLY

Dir BC	
LA (Tfr)	
TO-1	
TO-2	
Fin Branch	
Land Branch	
Legal Branch	

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