

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