

### **DOCUMENTS REQUIRED**

1. Forwarding letter giving the 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 (NDC) 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 the Computerized National Identity Card (CNIC) of Donor, Donee and two Witnesses duly attested by the Oath Commissioner / class one officer / regular member.
8. 2 x 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 / Sales Deed alongwith affidavits of seller and purchaser regarding surrender of the deed (In case of registered plot).
12. CVT-1 and IT-5 Forms
13. Transfer Fee according to the size of plot.

**14. Tax to be paid after Transfer activity:**

- a. Stamp Duty Tax.