

DOCUMENTS REQUIRED

1. Forwarding letter giving the details of the sale / transfer documents.
2. Original Allocation / Intimation / Allotment / Transfer Letter for cancellation at the time of Transfer.
3. Original Family Registration Certificate (FRC) issued by NADRA.
4. Declaration of oral gift on stamp paper worth Rs.50/-, duly attested by the Oath Commissioner.
5. No Demand Certificate (NDC) after clearance of all the dues and transfer fee.
6. Undertaking by the Donee regarding variation fee.
7. Acceptance by Donee on stamp paper worth Rs.50/- duly attested by the Oath Commissioner.
8. Photocopies of the Computerized National Identity Card (CNIC) of Donor, Donee and two Witnesses duly attested by the Oath Commissioner / Gazetted Class one officer / regular member.
9. 2 x Passport size photograph of the Donee (Blue Background) duly attested.
10. Associate Membership (AM) Form (Available at Finance counter for Rs.1,000/-)
11. Paid Challan of Associate Membership (AM) Fee Rs.45,000/- of Donee.
12. Original Transfer / Sales Deed along with affidavits of seller and purchaser regarding surrender of the deed (In case of registered plot).
13. CVT-1 and IT-5 Forms
14. Transfer Fee according to the size of plot.
15. Advance Tax (to be paid by Donor / Donee (exempted))

16. Tax to be paid after Transfer activity:

- a. Stamp Duty Tax.

Note:

“Members are required to intimate DHA Lahore about change in address / cell phone number / landline immediately on occurrence, failing which can cause inconvenience in correspondence and also request for waiver of surcharge on development charges will not be entertained.”

- Hiba transfer may be made by the registered person only in favour of Wife, Husband, Children, Parents, Natural and Legal Heirs or to Blood Relatives (Only Real Brothers and Sisters) subject to payment of fee determined by the Authority. The fee for transfer of property as a gift in favour of a person, other than the Legal Heirs, may be different which would be determined from time to time by the Authority.
- In case Hiba Transfer is being done between Parent(s) and Daughter(s), the daughter(s) (if she is married and her CNIC has been changed) will have to give proof of relationship in form of Old CNIC / Educational Documents or Nikah Nama etc.
- Physical appearance of 2 x witnesses along with their original CNIC is must at the time of transfer.

Date: _____

From: _____

To,
The Secretary
Defence Housing Authority,
Lahore Cantt.

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

Sir,
I have gifted my Plot No. _____, Sector _____, Phase _____ Measuring
_____ Marla / Kanal in DHA Lahore _____ to _____
_____.

I have executed necessary transfer papers, which are appended herewith for your necessary action and record please.

Following documents are attached.

- a. Original Allocation / Intimation / Allotment / Transfer Letter
- b. Undertaking by the Purchaser
- c. No Demand Certificate (NDC)
- d. Transfer affidavit duly attested by the Oath Commissioner
- e. Photocopy of the CNIC of both (Donor and Donee)
- f. Application Form for Registration of Donee

Kindly transfer the above said plot in favor of the above said Donee.

Yours Sincerely,

Signature & Thumb Impression

Signature & Thumb Impression

Signature & Thumb Impression

Note: "Members are required to intimate DHA Lahore about change in address / cell phone number / landline immediately on occurrence, failing which request for waiver of surcharge on development charges will not be entertained."

DECLARATION OF ORAL GIFT

(HIBA ZUBANI BILA EWAZ FOR LEGAL HEIRS WHO HAVE ATTAINED MAJORITY)

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

I, _____ having CNIC No. _____ Son/ Daughter/ Wife of _____ 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 bonafide member of Defence Housing Authority (Ex LCCHS), Lahore Cantt, vide Membership No. _____ dated _____ and I was allotted / Transferred a plot bearing No. _____ Sector _____ Phase _____ Measuring _____ Kanals / 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 / 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 handed over complete possession of my above mentioned plot to Mr. / Mrs. / Miss _____ on the same date i.e. _____ alongwith all relevant documents pertaining to the property / plot.
4. That since then Mr. / Mrs. / Miss _____ 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 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.

Donor _____

(Signature & Thump Impression)

Donee _____

(Signature & Thump Impression)

Date: _____

1. _____

Witnesses 1 (Signature & Thump Impression)

2. _____

Witnesses 2 (Signature & Thump Impression)

I Mr. / Mrs. / Miss _____
 S/O, W/O, D/O _____
 Membership No. _____ Owner of Plot No. _____
 Sector _____ Phase _____
 Measuring _____ Marla / Kanal DHA Lahore
 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 _____

<u>LA / AO</u>	<u>Date</u>	<u>Owner / Donor</u>
_____	_____	_____
(Signature & Thumb Impression)		

Donor

Donee

Witness

(Signature & Thumb Impression)

(Signature & Thumb Impression)

(Signature & Thumb Impression)

Note:

I undertake that I will submit transfer papers at DHA Customer Care (Transfer 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

(Signature & Thumb Impression)

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 Engineering 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 Bye Laws / policy, failing which I will pay non-utilization fee, as applicable.
14. My three specimen signatures are as under:

Signature 1

Signature 2

Signature 3

Name: _____

Plot _____ Sector _____ Phase _____

Measuring _____ Kanal / Marla DHA Lahore. Reference No. _____

Date: _____

ACCEPTANCE

(On Stamp paper worth Rs.50/- 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 ZUBANI BILA EWAZ, gifted away the property / Plot No. _____, Sector _____, Phase _____ Measuring _____ Marla / Kanal 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

(Signature & Thumb Impression)

Mr. / Mrs. / Miss _____

R/O _____

Witness 1

Witness 2

Signature: _____

Signature: _____

Name: _____

Name: _____

CNIC No.: _____

CNIC No.: _____

<input type="checkbox"/> Direct <input type="checkbox"/> Through Dealer (Stamp) Contact: _____

Date: _____

From: _____

Mr./Mrs./Ms.: _____

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

CNIC No.: _____

Contact No.: _____

- | | |
|---|--|
| <input type="checkbox"/> Plot | <input type="checkbox"/> House/Building |
| <input type="checkbox"/> Under Construction | <input type="checkbox"/> Allocation File |

Type of Transfer:	
<input type="checkbox"/> Regular	<input type="checkbox"/> Hiba (Father / Mother / Wife / Son / Daughter)
Foreign Transfer:	
<input type="checkbox"/> Purchaser Abroad	<input type="checkbox"/> Seller Abroad
<input type="checkbox"/> Transfer on Court Orders	

To,
Secretary
DHA Lahore.

Subject: **Request for NDC**

I / We have decided to transfer above 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.

Yours Sincerely,

Seller / Donor

FOR DHA USE ONLY

Director BC	
Legal Advisor (Transfer)	
AD Transfer	
DD Transfer	
Finance Branch	
Land Branch	
Legal Branch	

Director Transfer & Record (DT&R)

PTO
Details Overleaf

DOCUMENTS REQUIRED

1. 1 x Photocopy of CNIC
2. 1 x Photocopy of Allocation / Intimation / Allotment / Transfer Letters
3. 1 x Photocopy of Site Plan for the plots (if possession is open), If not held will be applied for along with NDC.
4. 1 x Photocopy 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).
6. Property Tax receipt and clearance certificate from Walton / Lahore Cantt Board. **In case of exemption, exemption certificate be attached.**
7. In case of Company / Trust / Firm / Partnership, kindly refer to set of instructions available at Reception / Website.
8. 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).
9. Attested photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Rtd. 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.
3. Physical appearance of Minor at the time of transfer of property is not mandatory if Guardian is already appointed from court of Law.

Validity Period of NDC:

- | | | |
|------------------------------------|---------|---|
| • House / Building | 30 days | } If the transfer of plot is carried out in the next month of application of NDC, updated dues will be cleared before transfer. |
| • Non Possession / Possession Plot | 90 days | |