

Direct
 Through Dealer (Stamp)
Contact: _____

NDC Submission: Lhr / Isd / Kci
 Seller Loc for Tfr Exec: Lhr / Isd / Kci
 Buyer Loc for Tfr Exec: Lhr / Isd / Kci

Date: _____
 From(Owner): _____
 Mr./Mrs./Ms.: _____
 S/O, D/O, W/O: _____
 CNIC No.: _____
 Contact No.: _____

Plot House/Building
 Under Construction Allocation File

Type of Transfer:
 Regular Hiba(Father/Mother/Wife/
 Son / Daughter)
 Seller Abroad 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,

 (Signatures of all Co-Owners/ LHs)

 Seller / Donor

FOR DHA USE ONLY

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

Director Transfer & Record

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.
10. In case of Hiba transfer, 1 x Photocopy of Family Registration Certificate (FRC) to be attached.
11. **For Haly Tower/ Gold Crest/ Penta Square:**
 - a. **No Objection Certificate from concerned O & M Company is mandatory.**
 - b. **Undertaking by the purchaser/ Donee is mandatory for submission along with Transfer documents set.**
12. **For Phase 12 (EME),** owners are required to procure "Property Tax Clearance Certificate" from concerned Excise & Taxation Office and TIP paid receipt from Local Government / MCL (For plots and constructed properties).

Note:

1. Original Allocation, Intimation, Allotment, Transfer Letter(s) and original NOC (GHQ) to be surrendered to DHA at the time of transfer.
2. In case of Phase 1-4, original Sale Deed(if applicable) has to be surrendered to DHA at the time of Transfer and for Phase 5 and Phase 8(Ex Park View), original Share Certificate (if applicable).
3. Paid copy of transfer fee and other dues (if any) to be submitted at least two days before transfer.
4. Physical appearance of Minor at the time of transfer of property is mandatory even if Guardian is already appointed from court of Law.
5. In case of NOKs of Shuhadas/ WWP/ JCOs, endorsement stamp from Property Exchange Branch is required prior to submission of NDC.

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 | | |