

DOCUMENTS REQUIRED

1. Forwarding letter giving the details of the plot / house, name of Donee and documents under Donor's three Signatures.
2. Original Allocation / Intimation / Allotment / Transfer Letter for cancellation at the time of Transfer so that new letter is issued in the name of transferee.
3. Original Family Registration Certificate (FRC) issued by NADRA.
4. Declaration of oral gift on e-stamp paper worth Rs.300/- 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 in relation to taxes.
7. Acceptance by Donee on e-stamp paper worth Rs.300/- 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.
9. 2 x Passport size photograph of the Donee (Blue Background) duly attested.
10. Associate Membership (AM) Form (Available at Finance counter)
11. Paid Challan of Associate Membership (AM) of Donee.
12. Original Transfer / Sales Deed along with affidavits of Donor and Donee regarding surrender of the deed (In case of registered plot).
13. Original and 1 x Photocopy of CVT-1 & IT-5 Form
14. Original paid Tax receipt of Donor (if applicable)
15. Transfer Fee according to the size of plot.
16. In case of House/ Building, original paid water bill of current/ last month
17. Undertaking by the Donee is mandatory for submission of transfer documents in relation to Haly Tower/ Gold Crest/ Penta Square.
18. Stamp duty tax will be paid by the Donee after Transfer execution.

Note:

- a. 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.
- b. 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.
- c. 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.
- d. Physical appearance of 2 x witnesses along with their original CNIC is must at the time of transfer.
- e. Original FRC is mandatory at the time of Transfer.
- f. In case of House/ Building, original Transfer letter will be issued after mutation in concerned Cantt. Board. However photocopy of Transfer Letter can be obtained on due date by the Owner.

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 Donee
- c. Transfer affidavit duly attested by the Oath Commissioner
- d. Photocopy of the CNIC of both (Donor and Donee) and 2 x witnesses
- e. 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 E-Stamp paper worth Rs.300/- duly attested by the 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

(On E-Stamp paper worth Rs.300/- duly attested by the Oath Commissioner)

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 in DHA Lahore. Reference No. _____

Date: _____

ACCEPTANCE

(On E-Stamp paper worth Rs.300/- duly attested by the 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.: _____

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
 Share Tfr

Type of Transfer:
 Regular Hiba
 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

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 Retd 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 11 (Rahbar)&12 (EME)**, owners are required to procure "Property Tax Clearance Certificate" from concerned Excise & Taxation Office and TTIP paid receipt from Local Government/MCL(For plots and constructed properties).
13. Clearance certificate of outstanding Water Meter charges (In case of const house).
14. In case of complete house, **Clearance from Maint Branch** regarding "**water Billing Installment**" is mandatory.

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		