



**DHA EXECUTIVE SERVICES  
NO DEMAND CERTIFICATE**

Document Reference:  
4433018

<input type="checkbox"/> Direct
<input type="checkbox"/> 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.: \_\_\_\_\_

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

To,  
Secretary  
DHA Lahore.

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

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 Verification of plot in original.
3. 1 x Photocopy of Allocation / Intimation / Allotment / Transfer Letters.
4. 1 x Photocopy of Site Plan for the plots (if possession is open), If not held will be applied for along with NDC.
5. 1 x Photocopy of Completion Certificate (in case of Completed House / Building).
6. TIP Paid receipt and clearance certificate from Walton / Lahore Cantt Board (In case of constructed property).
7. Property Tax receipt and clearance certificate from Walton / Lahore Cantt Board. **In case of exemption, exemption certificate be attached.**
8. In case of Company / Trust / Firm / Partnership, kindly refer to set of instructions available at Reception / Website.
9. 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).
10. Attested photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Rtd. JCOs/NCOs and NOKs of Shaheed / Deceased.
11. In case of Hiba transfer, 1 x Photocopy of Family Registration Certificate (FRC) to be attached.
12. Original Transfer document set.
13. **FBR Taxes** of Seller and Purchaser (if applicable).
14. **AM Form** duly signed by the Purchaser.
15. **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.**
16. **For Phase 11 (Rahbar) & 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).
17. Clearance certificate of outstanding Water Meter charges (In case of const house).
18. 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, DES service 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 |   |