

### **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.

- Original Allocation / Intimation / Allotment / Transfer Letter
- Undertaking by the Donee
- Transfer affidavit duly attested by the Oath Commissioner
- Photocopy of the CNIC of both (Donor and Donee) and 2 x witnesses
- 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.: \_\_\_\_\_

<input type="checkbox"/> Direct <input type="checkbox"/> Through Dealer (Stamp) Contact: _____
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NDC Submission: Lhr / Isd / Kci
Seller Loc for Tfr Exec: Lhr / Isd / Kci
Buyer Loc for Tfr Exec: Lhr / Isd / Kci

Date: \_\_\_\_\_

**(Owner's Data)**  
Mr./Mrs./Ms.: \_\_\_\_\_

S/O, D/O, W/O: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Contact No(Owner): \_\_\_\_\_

- Plot  House/Building  
 Under Construction  Allocation File  
 Share Tfr

To,  
The Secretary  
DHA Lahore.

<b>Type of Transfer:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Hiba <input type="checkbox"/> Seller Abroad <input type="checkbox"/> Transfer on Court Orders
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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 if any)	Seller / Donor / Court Rep

**Note:- To be Filled – Signed with Blue ink only**

**FOR DHA USE ONLY**

BC \_\_\_\_\_

	<b><u>BRANCH OBSERVATIONS</u></b>	<b><u>NDC OBSERVATIONS</u></b>	
		AlocLtr	Intimation Ltr
Director BC		AlmtLtr	TfrLtr
AD Transfer		AM Form	NOC
DD Transfer		SPA	SPA Cancellation
Legal Advisor (Transfer)		Cancellation of NDC	
Finance Branch		Sig to Cancel of Old NDC	
Land Branch		Clearance Cert of Property Tax	
Legal Branch		TIP Paid Challan	
		Undertaking of IPF	

**Director Transfer & Record**

Date \_\_\_\_\_

- Approved  
 Not Approved **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 CanttBoard. **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 Defense 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, Photocopies of CNIC donor/ donee and Family Registration Certificate (FRC) to be attached.
11. **For Haley Tower/ Gold Crest/ Penta Square / Def Raya**
  - 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 (For plots and constructed properties).
13. Last paid water bill (Original) 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  |   |   |
| • Court Order Tfr                  | 120 days |   |   |
- **Note:** In case of seller abroad validity period for Building/ Non possession/ possession Plot is 90 days.