

STANDARD OPERATING PROCEDURE (SOP)

If the Seller is residing abroad and cannot appear physically for transfer execution of property, in that case owner can apply for “Seller Abroad Transfer”. Following are the instructions and documentation required:

- a. Seller/Donor will nominate authority holder for execution of transfer abroad.
- b. Authority holder will get the **Transfer documents prepared** (list attached) and will forward to the Seller abroad at his / her own end.
- c. Seller/ Donor abroad on receipt of documents will take them to the Pakistan Embassy / Consulate and deposit fee for getting attestation and stamp on the papers.
- d. Seller/ Donor abroad will sign and thumb impression on complete set of transfer documents in front of Embassy / Consulate representative.
- e. Concerned Embassy / Consulate representative will verify the signature of Seller/ Donor, where required and will sign & stamp.
- f. Seller/ Donor abroad will also get the authority letter signed/ stamped by the Embassy / Consulate representative for further attestation by the MoFA, Camp Office, Lahore.
- g. Pakistan Embassy / Consulate, as per their SOP / Policy may or may not paste QR Code Sticker and will upload the complete set of transfer documents on MoFA, web portal for verification / record purpose.
- h. After signing the complete set of transfer documents duly signed / stamped by the concerned Pakistan Embassy / Consulate, seller/ Donor abroad will dispatch the documents to his / her authority holder.
- i. Authority holder on receipt of documents will take them personally to the MoFA, Camp Office Lahore for attestation purpose.
- j. After getting the attestation from MoFA, Camp Office, Lahore, authority holder will submit the complete papers at Customer Services Counters at Main Office DHA Lahore.
- k. **DHA Lahore will verify the documents duly attested through QR code being pasted by MoFA.**
- l. On receipt of verified documents from MoFA, Camp Office, Lahore and seller abroad, transfer branch will process the NDC which has already been signed by the seller abroad and will carry-out the transfer procedure as per procedure in vogue.
- m. In case of more than one owner abroad subject to different Embassies will have separate transfer sets processed from respective embassies to the extent of his/ her share.

Note:

Few Pakistan Embassies / Consulates do not get the NDC form, Site Plan, FBR and CVT-1 form signed by the owner; however, **owner may get them notarized from abroad and submit along with transfer documents**, the same may be accepted and verified from the signed documents available for execution of transfer.



FOREIGN TRANSFER – SELLER/ DONOR
ABROAD

Document
Reference:
4433056/1

CONFIRMATION OF TRANSFER DOCUMENTS
(To be attested by Pakistan Embassy/ Consulate)

To:

Secretary DHA
Main Office Complex
Commercial Area, Phase 6
Lahore Cantt.

Subject: **Confirmation of Transfer Documents of Plot No. _____, Sec. _____, Phase. _____**
Measuring _____ Marla / Kanal.

1. I am owner of the subject plot. I hereby confirm signing of transfer documents in the presence of Embassy of Pakistan/ Consulate at _____ in the favour of (purchaser) _____.
2. I hereby authorize my representative Mr/ Ms/ Mrs. _____ S/D/W of _____, having CNIC _____ to submit the documents and execute the transfer process on my behalf.
3. I also confirm the signing of NDC, Site Plan, CVT-1 and IT-5 Forms.
4. You are requested to execute the transfer ASAP.

Sincerely,

Name: _____

Signature: _____

Thumb Impression: _____

CNIC #: _____

Address: _____

Contact No.: _____

Date: _____

DOCUMENTS REQUIRED

1. Complete transfer set along with CVT-1, IT-5, NDC and Site Plan forms (if required) sent to the Owner by his/ her representative.
2. Request for submission of complete Transfer document set duly attested by Pakistan Embassy/ Consulate (specimen attached).
3. Photocopy of Owner's valid CNIC (duly attested).
4. Photocopy of Passport and Visa with exit and entry stamps (duly attested).
5. Authority letter for submission of papers on E-Stamp paper duly attested by Pakistan Embassy.
6. Original attestation Fee receipt from Embassy / Consulate General of Pakistan.
7. After submission of documents the same will be verified through QR code & NDC will be submitted by Transfer Branch. After that routine process for NDC is to be pursued.
8. After preparation of NDC, transfer will be carried out in the presence of Authority holder.

Note:

- Attached Standard Operating Procedures (SOPs) will be followed to execute transfer of property.



FOREIGN TRANSFER – SELLER/ DONOR
ABROAD

Document
Reference:
4433056/3

AFFIDAVIT

(On E-Stamp paper duly attested by Pakistan Embassy)

AUTHORITY LETTER

I, _____ S/O _____ having
 CNIC _____, Muslim Adult, permanently residing at _____
 _____, am the lawful owner of Plot No _____, block _____, in Phase _____,
 Measuring _____ Marla / Kanal (Residential / Commercial), situated in Defence Housing Authority,
 Lahore Cantt, vide their letter no _____ dated
 _____, which has been sold to Mr.
 _____ S/O _____,
 having CNIC No _____, resident of
 _____, that I am living in Abroad, so I am unable to appear in the
 office of DHA Lahore Cantt for the transfer of said Plot. I hereby appoint
 Mr. _____ S/O _____, resident
 of _____, having valid CNIC No
 _____, to complete the transfer procedure in DHA and to get the
 Transfer Document Set attested from MoFA, Camp Office, Lahore personally other relevant
 departments on my behalf, after the transfer of said plot received full and final payment from the
 purchaser.

That I have no claim at any stage of time from DHA Lahore or Purchaser against the said plot.

Signature/thumb impression

(DEPONENT)

Name _____

CNIC No _____

Verification

Verified on oath at this _____ day of _____ 20_____, that the contents of the
 above affidavit are true and correct to the best of my knowledge, information and belief and nothing
 have been concealed therein.

Signature/thumb impression

(DEPONENT)

Name _____

CNIC No _____