

DOCUMENTS REQUIRED

1. Forwarding / covering letter giving the details of the plot / house, name of Donee and supporting documents under Donor's three Signatures.
2. Original Allocation / Intimation / Allotment / Transfer Letter to be deposited 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 duly attested by the Oath Commissioner.
5. No Demand Certificate (NDC) to be deposited 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 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 photographs of the Donee (Blue Background) duly attested.
10. Registration Form (Available at Finance counter)
11. Paid Challan of Registration Form of Donee.
12. Original Transfer / Sales Deed alongwith affidavits of Donor and Donee regarding surrender of the sale deed (In case of registered plot from Phase 1 to 4 only).
13. Original and 1 x Photocopy of CVT-1 & IT-5 Forms.
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, name, signatures/ 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 the 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 valid CNIC has been changed) will have to give proof of relationship in the 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 (NADRA) 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 Property No. _____, Sector _____ Phase _____, DHA Lahore Cantt.**

Sir,
I have gifted my property 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 (Whichever applicable).
- 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, name, signatures / 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 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 _____ CNIC No _____ and (2) Mr. _____ S/O _____ CNIC No _____, I, by Hiba Zubani 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. _____ along with all relevant documents pertaining to the property / plot.
4. That since then Mr. / Mrs. / Miss _____ is in an exclusive ownership or the co-owner and has the possession of the property.
5. That I solemnly affirm and declares that the name of Mr. / Mrs. / Miss _____ should be entered in the records of Defence Housing Authority Lahore Cantt as the owner/ co-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/ co-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.

Date: _____

Donor _____
(Signature & Thumb Impression)**Donee** _____
(Signature & Thumb Impression)

Name _____

Name _____

1. _____
Witnesses 1 (Signature & Thumb Impression)2. _____
Witnesses 2 (Signature & Thumb Impression)Name _____ S/O _____
Valid CNIC No _____
Mobile No _____Name _____ S/O _____
Valid CNIC No _____
Mobile No _____**Note:**

1. A witness should be a relative/ friend / or an acquaintance who knows the donor/ donee for the past 3 years at least.
2. An Estate Agent identifying the Seller / Purchaser cannot be a witness.

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 _____

Owner/ Donor

(Signature & Thumb Impression)

Name _____ S/O _____
CNIC _____

Donor

Donee

Donee

_____ (Signature & Thumb Impression)	_____ (Signature & Thumb Impression)	_____ (Signature & Thumb Impression)
Name _____ S/O _____	Name _____ S/O _____	Name _____ S/O _____
CNIC No _____	CNIC No _____	CNIC No _____

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.

Identification

(Signature & Thumb Impression)

Name _____ S/O _____

CNIC _____

Mobile No _____

UNDERTAKING BY THE DONEE

(On E-Stamp paper 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 Building Control 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 neighbors.
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 & Thumb impression

Signature 2 & Thumb impression

Signature 3 & Thumb impression

Name: _____ S/D/W of _____ Valid

CNIC No _____ Plot / Property No _____ Sector _____

Phase _____ Measuring _____ Kanal / Marla in DHA Lahore.

Reference No. _____

Date: _____

ACCEPTANCE

(On E-Stamp paper 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 / co-owner of the
above said property and delivered all the documents pertaining to the above mentioned property and that I
have accepted the gift (Hiba).

Date: _____

Donee

(Signature & Thumb Impression)

Mr / Mrs / Miss _____

CNIC No _____

R/O _____

Witness 1

Witness 2

Signature 1 & Thumb impression

Signature 1 & Thumb impression

Name: _____

Name: _____

CNIC No: _____

CNIC No: _____

Mobile No: _____

Mobile No: _____