

DOCUMENTS REQUIRED

1. Forwarding/ covering letter giving the details of the plot / house, name of purchaser and supporting documents under Seller's three Signatures.
2. Original Allocation / Intimation / Allotment / Transfer Letter to be deposited for cancellation at the time of Transfer so that new letter can be issued in the name of transferee/ purchaser.
3. Affidavit typed on E-Stamp paper worth Rs.100/- duly attested by Oath Commissioner.
4. No Demand Certificate (NDC) to be submitted after clearance of all dues and transfer Fee.
5. Undertaking by the seller and purchaser. (In relation to Govt taxes)
6. Photocopies of the valid Computerized National Identity Card (CNIC) of both Seller and Buyer duly attested by Oath Commissioner.
7. 2 x latest Passport size photographs(**with blue background**) duly attested by class one officer.
8. Registration Fee of new Owner.
9. Registration Form (Available at Finance Counter).
10. Cantt Board Taxes.
11. Original Transfer Letters/ Sales Deed along with affidavits of Seller and Purchaser are required to be surrendered in case of registered plot.
12. Original and 1 x Photocopy of CVT-1 & IT-5 Forms duly filled/ signed.
13. Original paid Tax receipts of both Seller & Purchaser (if applicable)
14. Transfer Fee to be deposited according to the size of plot.
15. In case of House/ Building, original paid water bill of current/ last month.
16. Undertaking by the purchaser is mandatory for submission of transfer documents in relation to Haly Tower/ Gold Crest/ Penta Square.
17. Stamp duty tax will be paid by the purchaser after transfer execution.
18. **NADRA Biometric/ verisys/ Biosys for seller/ buyer is mandatory before 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) 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.



REGULAR TRANSFER

Document
Reference:
4433032/1

Date: _____

From: _____

To,

The Secretary
Defence Housing Authority,
Lahore Cantt.

Subject: Transfer of Plot No. _____, Sector _____ Phase _____, DHA Lahore Cantt.

Sir,

I have sold my Plot No. _____, Sector _____, Phase _____
measuring _____ Marla / Kanal in Phase _____ to Mr. / Mrs. /Miss _____
CNIC No _____ issue date _____. I have
executed necessary transfer papers, which are appended herewith for your necessary action and record
please.

Following documents are attached.

- Original Allotment / Transfer Letter.
- Undertaking by the Purchaser & Seller.
- No Demand Certificate (NDC).
- Transfer affidavits duly attested by the Oath Commissioner.
- Photocopy of the valid CNIC of both (Seller and Purchaser).
- Application form for Registration of the Purchaser.

Kindly transfer the above said plot in favor of the above said purchaser.

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."

AFFIDAVIT

(On E-Stamp paper duly attested by the Oath Commissioner)

I, _____, Son/ Daughter/ Wife of _____, having CNIC No. _____ issue date _____ Resident of _____ in possession of my full faculties and senses and of my free will and without any coercion or duress, do hereby solemnly affirm and declares as under:-

1. That I am bonafide member of DHA Lahore Cantt, vide Registration No. _____ dated _____ and I was allotted / Transferred a plot of land bearing No. _____ in Sector _____ Phase _____ measuring _____ Kanals / Marlas situated in Defence Housing Authority Lahore.
2. That by virtue of the provisions of bye law no. 17 of the Authority, I hereby return the original allotment letter no. _____ dated _____ for cancellation which has been sold to Mr. _____ Son / Daughter / Wife of _____ having CNIC No. _____ Resident of _____ Registered Member of the Authority vide Registration No. _____, total sale price of the said plot has been received by me from purchaser.
3. That having relinquished the said plot to the Defence Housing Authority for further allotment to Mr. / Mrs. / Miss _____ Son / Daughter / Wife of _____ and the Possession of the plot be handed over to the said _____ conferring exclusive ownership rights and possession of the plot upon the above said Transferee(s) / Purchaser(s).
4. That I affirm and declare that the name of Mr. / Mrs. / Miss _____ should be entered in the records of the DHA Lahore Cantt, as the owner / co-owner of the aforesaid property.
5. 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 of the same since _____.
6. That I further affirm and declare that neither I have entered into an agreement for the sale of plot in question with any other person except the above said purchaser nor any suit is presently pending in any court of competent jurisdiction and no stay order is operative against the said plot furthermore said plot is free from all encumbrances. In the event the above statement is found to be false, incorrect or untrue, the deponent shall pay the entire sale consideration with profit etc. to the purchaser.
7. That whatever is stated above is true to the best of my own knowledge and belief.

DEPONENT

Signature & Thumb Impression

Name: _____

CNIC No: _____

Verification

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

DEPONENT

Signature & Thumb Impression

Name: _____

CNIC No: _____



REGULAR TRANSFER

Document Reference:
4433032/3

I Mr. / Mrs. / Miss _____ S/O, W/O,
D/O _____ Registration No. _____ Owner of Plot No.
_____ Sector _____ Phase _____ in 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 / Seller
Name _____ S/O _____
CNIC _____

_____	_____	_____
Seller	Purchaser	Purchaser
Name _____ S/O _____	Name _____ S/O _____	Name _____ S/O _____
CNIC _____	CNIC _____	CNIC _____

Note:

I 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.

Identification

Name _____ S/O _____

CNIC _____

Mobile No _____

UNDERTAKING BY THE PURCHASER

(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 decisions made or instructions issued by the Authority from time to time.
9. I shall not involve in violation of Authority's Rules or Regulations at any stage.
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 procedures.
13. In case of possession of Plot, I shall construct the building as per DHA Byelaws/Policy, failing which I will pay non construction penalty, as applicable.
14. My three specimen signatures are as under:

Signature & Thumb impression

Signature & Thumb impression

Signature & Thumb impression

Name _____ S/D/W of _____ valid CNIC No _____

Plot/ Property No _____ Sector _____ Phase _____

Measuring _____ Kanal / Marla in DHA, Lahore.

Reference No. _____

Date: _____

AFFIDAVIT

(On E-Stamp paper duly attested by the Oath Commissioner)

UNDERTAKING BY THE SELLER

I, _____ S/O, D/O, W/O _____
having C.N.I.C No. _____ date of issue _____ Muslim, Adult, Resident of Plot/
Property No _____ Sector _____ Phase _____ Measuring _____ Kanal / Marlain possession
of my full faculties and senses and of my free will and without any coercion or duress, do hereby solemnly
affirm and declare as under:

1. That I am owner of Plot/ Property No. _____, Sector _____, Phase _____, Measuring
_____ Kanal / Marla, DHA Lahore Cantt.
2. I do hereby undertake to pay Capital Gain Tax (CGT) as and when notified by FBR / Federal Govt.
3. I am bound to make the payment of all taxes whatever is imposed by the Cantt Board, Govt of Punjab
and Pakistan.
4. That the deponent has paid advance tax under section 236 (C) Income Tax Ordinance and also
undertake to pay any additional amount as demanded by the Govt.
5. Nothing is outstanding w.r.t taxes pertaining to my properties (if any) across Pakistan including tax
liability u/s 7E of the Income Tax Ordinance, 2001 till date.
6. In case, anything is found contrary to this, I will manage the matter with FBR personally and DHA will
not be held responsible for any legal / remedial action.
7. That whatever is stated above is true to the best of my knowledge and belief.

DEPONENT

Signature & Thumb impression

Name: _____

VERIFICATION:

Verified on oath at Lahore, this _____ day of _____ 20 _____, that the content of the
above affidavit are true and correct to the best of my knowledge and belief.

DEPONENT

Signature & Thumb impression: _____

Name: _____