



DHA EXECUTIVE SERVICES
NO DEMAND CERTIFICATE

Document Reference:
4433018

<input type="checkbox"/> Direct (Owner)
<input type="checkbox"/> Through Dealer (Stamp)
Name: _____
Contact: _____

NDC Submission: Lhr / Isd / Kci
Seller Loc for Tfr Exec: Lhr / Isd / Kci
Buyer Loc for Tfr Exec: Lhr / Isd / Kci

To,

The Secretary
DHA Lahore

Subject: Request for NDC

Date: _____

Owner's Data

Mr/ Mrs/ Ms : _____

S/O, D/O, W/O: _____

CNIC No: _____

Contact No (**Owner**): _____

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

Type of Transfer

- | | |
|--|---|
| <input type="checkbox"/> Regular | <input type="checkbox"/> Hiba |
| <input type="checkbox"/> Seller Abroad | <input type="checkbox"/> Transfer on Court Orders |

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 _____

	<u>BRANCH OBSERVATIONS</u>	<u>NDC OBSERVATIONS</u>	
		Aloc Ltr	Intimation Ltr
Director BC		Almt Ltr	Tfr Ltr
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	

Executive Director Transfer & Record

Date _____

Approved

Not Approved

PTO

Details Overleaf

DOCUMENTS REQUIRED

1. 1 x Photocopy of CNIC.
2. 1 x Verification Form of plot (duly verified) 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 Defense quota from GHQ AG's Branch (W&R Dte).
10. Attested photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retd JCOs/NCOs and NOKs of Shaheed / Deceased.
11. In case of Hiba transfer, Photocopies of CNIC Donor/ Donee and Family Registration Certificate (FRC) to be attached.
12. Original Transfer document set.
13. **FBR Taxes** of Seller and Purchaser (if applicable).
14. **Registration Form** duly signed by the Purchaser.
15. **For Hally Tower/ Gold Crest/ Penta Square:**
16. **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.**
17. **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).
18. Last paid water bill (Original) In case of const house.
19. 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's / 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.