

**DOCUMENTS REQUIRED**

1. Forwarding letter giving the details of the plot / house, name of purchaser and documents under Seller'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. Affidavit typed on E-Stamp paper worth Rs.300/- duly attested by Oath Commissioner.
4. No Demand Certificate (NDC).
5. Undertaking by the seller and purchaser.
6. Photocopies of the Computerized National Identity Card (CNIC) of both Seller and Buyer duly attested by Oath Commissioner.
7. 2 x Passport size photograph(**with blue background**) duly attested by class one officer.
8. Associate Membership Registration Fee of new Owner.
9. Associate Membership (AM) Form (Available at Finance Counter).
10. Cantt Board Transfer Tax.
11. Original Transfer / Sales Deed along with affidavits of Seller and Purchaser are to be surrendered in case of registered plot.
12. Original and 1 x Photocopy of CVT-1 & IT-5 Form
13. Original paid Tax receipts of both Seller & Purchaser (if applicable)
14. Transfer Fee 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 activity.

**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) 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 sold my Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_ measuring  
\_\_\_\_\_ Marla / Kanal in Phase \_\_\_\_\_ to \_\_\_\_\_.

I have executed necessary transfer papers, which are appended herewith for your necessary action and record please.

Following documents are attached.

- a. Original Allotment / Transfer Letter
- b. Undertaking by the Purchaser & Seller
- c. No Demand Certificate (NDC)
- d. Transfer affidavits duly attested by the Oath Commissioner
- e. Photocopy of the valid CNIC of both (Seller and Purchaser)
- f. 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 / 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 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 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 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 / Purchaser.
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 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 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**

**Verification**

Verified on Oath at Lahore, this \_\_\_\_\_ day of \_\_\_\_\_ 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**

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**

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Identification

**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.

\_\_\_\_\_  
Purchaser

**UNDERTAKING BY THE PURCHASER**

(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 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 Byelaws/Policy, failing which I will pay non construction penalty, 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: \_\_\_\_\_

**AFFIDAVIT**

(On E-Stamp paper worth Rs.300/- duly attested by the Oath Commissioner)

**UNDERTAKING BY THE SELLER**

I, \_\_\_\_\_ having C.N.I.C No. \_\_\_\_\_ S/O, D/O, W/O  
\_\_\_\_\_ Muslim, Adult, Resident of Plot \_\_\_\_\_ Sector  
\_\_\_\_\_ Phase \_\_\_\_\_ Measuring \_\_\_\_\_ Kanal / Marla in 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 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 in imposed by the Govt. of Punjab / Pakistan and Cantt Board.
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 Govt.
5. That whatever is stated above is true to the best of my knowledge and belief.
6. 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. In case, anything is found contrary to this, I will manage the matter with FBR personally and DHA will not held responsible for any legal / remedial action.

**DEPONENT**

**VERIFICATION:**

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

**DEPONENT**

<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/ WWPs/ 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.