

## REQUEST FOR NDC

Name of Estate  
With  
Stamp & SignatureTo: Secretary  
DHA Gujranwala

It is submitted that I / we, \_\_\_\_\_

S/W/D of \_\_\_\_\_,

am / are a bona-fide member of DHA Gujranwala. I / we have decided to transfer my/ our plot / file  
in the name of Mr/ Mrs/ Miss \_\_\_\_\_:

S/W/D of \_\_\_\_\_, holding CNIC No \_\_\_\_\_:

Address \_\_\_\_\_:

Mobile No \_\_\_\_\_. I / we hereby request for issuance of NDC.

Details of my / our file/plot are as follows:-

Type of File \_\_\_\_\_ File No \_\_\_\_\_ File Size \_\_\_\_\_ Phase \_\_\_\_\_

Loc Plot No \_\_\_\_\_, Membership No \_\_\_\_\_.

Date \_\_\_\_\_

**Yours Sincerely**  
Mobile No \_\_\_\_\_

### FOR OFFICIAL USE ONLY

|                        |  |                                      |                                      |               |                                |
|------------------------|--|--------------------------------------|--------------------------------------|---------------|--------------------------------|
| Record Office          | App No   | Registration No                      | Size in Marlas/Sqft                  | Phase         | Transfer No                    |
|                        |  |                                      |                                      |               |                                |
| Docu to be Surrendered | Allocation/<br>Tfr Allocation Letter   | Intimation/<br>Tfr Intimation Letter | Intimation(Loc)/<br>Allotment Letter | NOC<br>by GHQ | <b><u>Record Officer</u></b>   |
| Land Branch            | <b><u>Dir Land</u></b>   |                                      |                                      |               |                                |
| Legal Branch           | <b><u>Dir Legal</u></b>  |                                      |                                      |               |                                |
| Planning Branch        | Corner   | Facing Park                          | 80 Ft Wide or<br>Above Road          | Excess Land   | <b><u>Dir Planning</u></b>     |
|                        |  |                                      |                                      |               |                                |
| Finance Branch         | It is certified that all dues of DHA against above mentioned plot / file have been received and plot is cleared for transfer. However, member is required to pay any variation in development / additional charges immediately on demand if the need so arises. Member has also paid fol Govt taxes / DHA charges :- |                                      |                                      |               |                                |
|                        | NDC Fee  |                                      | Membership Fee                       |               | <b><u>Addl Dir Finance</u></b> |
|                        | Tfr Fee  |                                      | Sports Fund                          |               |                                |
|                        | Surcharge  |                                      | FBR adv Tax u/s 236c                 |               |                                |
|                        | Stamp duty   |                                      | FBR adv Tax u/s 236k(3)              |               |                                |
| Urgent Tfr             |  | Sub Office Charges                   |                                      |               |                                |
| Tfr & Record Br        | <b><u>Dir Tfr &amp; Record</u></b>   |                                      |                                      |               |                                |

Note: a. Please attach photocopy of CNIC, Allocation / Tfr Allocation / Intimation / Tfr Intimation/ Allotment / Intimation (Location Ballot) Letter.

b. Please deposit tfr documents as per check list including paid copy of tfr fee, IT-5 Form with bank receipt and other dues (if any) at least one day prior to transfer.

c. This NDC is valid for NEXT THIRTY DAYS Only. Please bring original Allocation / Tfr Allocation / Intimation / Tfr Intimation/ Allotment/ Intimation (Location Ballot) Letter at the time of transfer.