

## DOCUMENTS REQUIRED FOR (GIFT / HIBA) TRANSFER

1. Forwarding Letter. Forwarding letter giving details of the sale / transfer documents.
2. Original Allocation / Intimation / Allotment / Transfer Letter. To issue a new letter to the Donee(s) / transferee(s).
3. Declaration. Declaration of oral gift on stamp paper worth Rs 50/-, duly attested by the Oath Commissioner. Specimen attached.
4. Acceptance. Specimen attached.
5. No Demand Certificate. Specimen attached.
6. Undertaking by the Doner / Donee(s) to abide by DHA rules / instructions. Specimen attached.
7. Undertaking by the Donee(s) to pay Federal / Provincial taxes / dues. Specimen attached.
8. Undertaking by the Doner to pay outstanding Federal / Provincial taxes (if any) after the sale of property. Specimen attached.
9. Computerized National Identity Card. Photocopies of the Computerized National Identity Card of both Donor and Donee(s) duly attested.
10. Photograph. 2x Passport size photograph of the donee(s) duly attested.
11. Membership / Registration Form. Associate Membership / Registration form of donee(s).
12. Accounts.
  - a. Registration Fee. Rs. 37,000/-
  - b. Cost of Registration Form. Rs. 500/-
  - c. TIP (Transfer of Immovable Property) Tax. Exempted.
  - d. CVT (Capital Value Tax). Exempted.
  - e. Stamp Duty Tax. 3% of DC Value.
  - f. Transfer Fee. Rates of transfer fee are as under:-

(1)	1 Kanal	-	Rs 16,000/-
(3)	10 Marla & Less	-	Rs 11,000/-
(4)	Commercial (Per Marla)	-	Rs 7,000/-
  - g. CGT (Capital Gain Tax).
    - (i) Seller  
For Filer . 1% (Income Tax Return Filing Certificate is required).  
For Non Filer . 2.0%
    - (ii) Buyers (If value is more than 4 Million)  
For Filer . 2% (Income Tax Return Filing Certificate is required).  
For Non Filer . 4%

From: Name  
S/O  
CNIC No  
Address

To: The Secretary  
DHA Lahore, Gujranwala Chapter  
Gujranwala Cantt

Subject: **Transfer of Complete Share in Plot / Property No \_\_\_\_\_,  
Sector \_\_\_\_\_, Phase \_\_\_\_\_, DHA Lahore, Gujranwala Chapter**

Sir,

1. I have gifted my complete share in Plot / Property No \_\_\_\_\_,  
Sector \_\_\_\_\_, Phase \_\_\_\_\_, measuring \_\_\_\_\_, to  
\_\_\_\_\_.

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

3. Following documents are attached.

- a. Original Intimation / Allocation / Allotment / Transfer letter.
- b. Transfer affidavit duly attested by the Oath Commissioner.
- c. No Demand Certificate.
- d. Undertaking by the Donee(s) to abide by DHA rules / instructions.
- e. Undertaking by the Donee(s) to pay Federal / Provincial taxes / dues.
- f. Undertaking by the Doner to pay outstanding Federal / Provincial taxes  
(if any) after the sale of property.
- g. Registration Form of Donee(s).
- h. Photocopy of the CNIC of both, Doner and Donee(s).
- i. 2x Passport size photographs of Donee(s).

4. Kindly transfer the above said plot in favour of the above said Donee(s).

Yours Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

**DECLARATION OF ORAL GIFT**  
**(HIBA ZABANI BILA EWAZ FOR LEGAL HEIRS WHO HAVE**  
**ATTAINED MAJORITY)**  
**(Worth Rs 50/- Stamp Paper)**

I, \_\_\_\_\_ having CNIC # \_\_\_\_\_ S/O, W/O,  
D/O \_\_\_\_\_, 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 a bonafide Member of DHA Lahore, Gujranwala Chapter, vide membership no \_\_\_\_\_ and was allotted / transferred Plot / Property No \_\_\_\_\_ Phase \_\_\_\_\_ measuring \_\_\_\_\_ Kanal, \_\_\_\_\_ Marlas or thereabout in the DHA.

2. That on account of natural love and affection which I bear to my Father / Mother / Wife / Son / Daughter \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_ in presence of witnesses (1) Mr. \_\_\_\_\_ S/O \_\_\_\_\_ and (2) Mr. \_\_\_\_\_ S/O \_\_\_\_\_, I, by Hiba Zabani Bila Ewaz gifted away my complete share in 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 also handed over possession of my above mentioned share to Mr / Mrs / Miss \_\_\_\_\_ on the same date i.e. \_\_\_\_\_ along with all relevant documents pertaining to the plot / property.

4. That since then Mr / Miss / Mrs \_\_\_\_\_ is in joint / exclusive ownership and possession of the property.

5. That I solemnly affirm and declare that the name of Mr / Mrs / Miss \_\_\_\_\_ should be entered in the records of the DHA as co-owner / 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 joint / exclusive 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.

Donor \_\_\_\_\_

Donee(s) \_\_\_\_\_

Gujranwala Cantt

Dated \_\_\_\_\_

**Witnesses**

1. \_\_\_\_\_

2. \_\_\_\_\_

I Mr, Mrs, Miss \_\_\_\_\_  
 S/O,W/O,D/O \_\_\_\_\_  
 Membership No \_\_\_\_\_ Owner of Plot No \_\_\_\_\_  
 Whose signatures are given below have 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

Donor

Donee(s)

Identified by

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Name:  
 S/O:  
 CNIC No:  
 Dealer Regn No:

**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.

**Donee(s)**

\_\_\_\_\_

**FOR DHA USE ONLY**

<u>Transfer No</u>	<u>Date</u>	<u>Sign of Transfer Officer</u>

**ACCEPTANCE**

**(Worth Rs 50/- Stamp Paper)**

I, \_\_\_\_\_ S/O \_\_\_\_\_ do, solemnly affirm that my Husband / Mother / Father / Son / Daughter by means of HIBA ZABANI BILA EWAZ, gifted away the Plot / Property No \_\_\_\_\_ in DHA Lahore, Gujranwala Chapter in the presence of witnesses in my favour and put me in possession as absolute owner of the above said property and delivered all the documents pertaining to the above property and that I have accepted the gift (Hiba).

Donee(s)

Mr / Mrs / Miss \_\_\_\_\_

R/O \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Witnesses

1. \_\_\_\_\_

2. \_\_\_\_\_

# **UNDER TAKING BY THE DONEE(S)**

## **(TO ABID BY DHA RULES / ISTRUCTIONS)**

1. Certified that I am agreed 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 DHA. In case any change / shifting of electric poles, telephone poles and manhole etc. is 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 and other dues due to the Cantt Board Gujranwala 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 DHA.
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 DHA.
8. I shall obey the decision made or instruction issued by DHA.
9. I shall not involve in violation of DHA's rule or regulations.
10. I shall not involve in frivolous litigations with the DHA.
11. I shall not misuse the dwelling or habitually act in an ungrateful manner of the manner which may cause serious nuisance to my neighbors.
12. I further undertake that I will submit transfer papers at DHA 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. My 3 specimen signatures are as under:-

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

CNIC No : \_\_\_\_\_

Plot No. : \_\_\_\_\_ Phase \_\_\_\_\_

Dated : \_\_\_\_\_

**AFFIDAVIT**  
**(Worth Rs 50/- Stamp Paper)**

**UNDERTAKING BY THE DONEE(S)**  
**(TO PAY FEDERAL / PROVINCIAL TAXES / DUES)**

I / We, \_\_\_\_\_ S/O, W/O, D/O \_\_\_\_\_  
resident of \_\_\_\_\_ in possession of my / our full faculties  
and senses and of my / our free will and without any coercion or duress, do hereby  
solemnly affirm and declare as under:-

1. That I / We have purchased Plot / Property No \_\_\_\_\_, Block  
\_\_\_\_\_, in Phase \_\_\_\_\_ measuring \_\_\_\_\_, in DHA Lahore  
Gujranwala Chapter, which has been transferred in my / our name.
2. I / We do hereby undertake to pay Capital Gain Tax (CGT) on behalf of the Seller.
3. I / We are bound to make the payment of all Taxes and CVT/Stamp Duty whatever  
is imposed by the Govt of Punjab/ Pakistan and Cantt Board.
4. That whatever is stated above is true to the best of my / our knowledge and belief.

Deponent

**Verification**

Verified on Oath at Gujranwala Cantt, this \_\_\_ day of \_\_\_ 20\_\_\_, that the contents of the  
affidavit are correct and true to the best of my / our knowledge and belief.

Deponent

**AFFIDAVIT**  
**(On a Rs 50/- Stamp Paper)**  
**UNDERTAKING BY THE DONER**

I / We, \_\_\_\_\_ S/O, W/O, D/O \_\_\_\_\_  
presently residing at \_\_\_\_\_ and my / our permanent  
address is \_\_\_\_\_ in possession of my / our full  
faculties and senses and of my / our free will and without any coercion or duress, do  
hereby solemnly affirm and declare as under:-

1. That I / We are owner of Plot / Property No \_\_\_\_\_, Block \_\_\_\_\_, in  
Phase \_\_\_\_\_ measuring \_\_\_\_\_, DHA Lahore, Gujranwala Chapter.
2. I / We do hereby undertake to pay Capital Gain Tax (CGT) as and when notified by  
FBR / Federal Govt.
3. I / We are bound to make the payment of all Taxes whatever is 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 @ 0.5% or 1% of the total sale consideration 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 / our knowledge and belief.

Deponent

**Verification**

Verified on Oath at Gujranwala Cantt, this \_\_\_ day of \_\_\_ 20\_\_\_, that the contents of the  
affidavit are correct and true to the best of my / our knowledge and belief.

Deponent