

DOCUMENTS REQUIRED FOR NORMAL TRANSFER

1. Forwarding Letter. Specimen attached. Ensure following details:-
 - a. Detail of Plot / Property.
 - b. Name of Purchaser
 - c. Attachment of documents.
2. Attachment of Documents. Following documents to be attached with forwarding letter:-
 - a. Original Allocation / Intimation / Allotment / Transfer Letter. To issue a new letter to the purchaser / transferee.
 - b. Transfer Affidavit Original. Duly attested by the Oath Commissioner. Specimen attached.
 - c. Undertaking by the Purchaser to abide by DHA rules / instructions. Specimen attached.
 - d. Undertaking by the Purchaser to pay Federal / Provincial taxes / dues. Specimen attached.
 - e. Undertaking by the Seller to pay outstanding Federal / Provincial taxes (if any) after the sale of property. Specimen attached.
 - f. No Demand Certificate. Specimen attached.
 - g. Registration Form. Registration Form for purchaser available at DHA Finance Branch @ Rs 500/-.
 - h. Computerized National Identity Card. Photocopies of CNIC of both seller and purchaser duly attested by Oath Commissioner.
 - i. Photographs. 2x passport size photographs of purchaser duly attested.
3. Accounts
 - a. Transfer Fee. According to the size of plot
 - b. Cost of Registration Form. Rs. 500/-
 - c. Registration Fee. Rs. 37,000/-
 - d. TIP (Transfer of Immovable Property) Tax. 2% of Cantt Board Schedule rate or sale consideration (whichever is greater).
 - e. Clearance of Cantt Board. No outstanding property tax in case of a house.
 - f. CVT (Capital Value Tax). 2% of DC Value or sale consideration (whichever is greater) for 10 Marla and above plot.
 - g. Stamp Duty Tax. 3% of DC Value or sale consideration (whichever is greater).
 - h. 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 Plot / Property No. _____, Sector _____, Phase _____.**

Sir,

1. I have sold my Plot / Property No _____, Sector _____, Phase _____, measuring _____, to _____ having CNIC No _____ Son / Daughter / Wife of _____ Resident of _____.

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 Purchaser to abide by DHA rules / instructions.
- e. Undertaking by the Purchaser to pay Federal / Provincial taxes / dues.
- f. Undertaking by the Seller to pay outstanding Federal / Provincial taxes (if any) after the sale of property.
- g. Registration Form of purchaser.
- h. Photocopy of the CNIC of both, Seller and Purchaser.
- i. 2x Passport size photographs of purchaser.

4. Kindly transfer the above plot in favour of the above said purchaser.

Yours Sincerely,

Signature

Signature

Signature

FOR DHA USE ONLY

Transaction No	Tfr Approval Date	Dir's Sign and Stamp

AFFIDAVIT

(Worth Rs 50/-)

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:-

- a. That I am bonafide member of DHA Lahore, Gujranwala Chapter, vide Membership No. _____ and I was allotted / transferred a plot / property bearing No. _____ Phase _____ measuring _____ Kanals / Marlas situated in DHA Lahore, Gujranwala Chapter.
- b. That by virtue of the provisions of bye law No. 17 of the Authority, I hereby return the Original Letter No _____ dated _____ for Cancellation which has been sold to Mr _____ having CNIC no _____ son / daughter / wife of _____ Resident of _____.
Total sale price of the said plot has been received by me from purchaser.
- c. That having relinquished the said plot to the DHA Lahore, Gujranwala Chapter 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.
- d. That I affirm and declare that the name of Mr / Mrs / Miss _____ should be entered in the records of the DHA, as the owner of the aforesaid property.
- e. 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 _____.

2. 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 further more 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.

3. That whatever is stated above is true to the best of my own knowledge and belief.

DEPONENT

Verification

Verified on Oath at Gujranwala Cantt, 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 _____

Membership No. _____ Owner of Plot No. _____

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

 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.

Purchaser

FOR DHA USE ONLY

Transfer No	Date	Sign of Transfer Officer

UNDER TAKING BY THE PURCHASER
(TO ABIDE BY DHA RULES / INSTRUCTIONS)

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. : _____ Sector _____ Phase _____

Date : _____

**DEALER'S
STAMP**

From

Mr / Mrs / Miss _____

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

R/O _____

To: Secretary
DHA Lahore, Gujranwala Chapter
Gujranwala Cantt

Subject: **Request for NDC**

Plot / Property No _____ Sector _____ Phase _____ Membership No _____

I have decided to transfer above referred Plot / Property in the name of Mr / Mrs / Miss _____ . I am bound to pay all dues including transfer fee against the Plot / Property. It is, therefore, requested that NDC may please be issued.

Your's Sincerely

Note: I have read the instructions overleaf and deposited the documents as required.

FOR DHA USE ONLY

Dir BC	
LA (Tfr)	
Record Offr	
TO	
Dir Land	
Legal Branch	

Director Transfer & Record

DOCUMENTS TO BE ATTACHED

1. Copy of CNIC.
2. Photocopy of Allocation / Intimation / Allotment / Transfer Letters.
3. Copy of Site Plan for the plots (if possession is open). If not held will be applied for alongwith NDC.
4. Copy of Completion Certificate (in case of Completed House / Building).
5. TIP Paid receipt and clearance certificate from Cantt Board Gujranwala. In case of exemption, exemption certificate be attached.
6. Property Tax receipt and clearance certificate from Cantt Board Gujranwala (in case of Completed House / Building).
7. NOC for Armed Forces Personnel in case of Service Benefit, Appt Benefit and Plot allotted out of defence quota by GHQ AG's Branch (W&R Dte).
8. Attested photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retd JCOs / NCOs and NOKs of Shaheed / Deceased.

Note:-

1. Original Allocation, Intimation, Allotment and Transfer Letter(s) to be surrendered to DHA at the time of transfer.
2. Paid copy of transfer fee, IT-5 Form with bank receipt and other dues (if any) to be submitted at least one day before transfer.

AFFIDAVIT
(Worth Rs 50/- Stamp Paper)

UNDERTAKING BY THE PURCHASER
(TO PAY FEDERAL / PROVINCIAL TAXES / DUES)

I / We, _____, having CNIC No _____
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 SELLER

I / We, _____ having CNIC No _____
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