

## RESTD

### PROPOSED DISTANT ONLINE TFR – SOP

1. **General.** As per present procedure in vogue for execution of tfr of files / plots, seller, purchaser and regd dealer has to be present in front of tfr officer at one of the tfr office ex DHAG. However, requests are oftenly received from members of far flung areas for “Distant Online Tfrs” where seller / purchaser along with auth regd dealer may be present at any of the DHAG HO / regional sub offices for execution of tfrs. In order to carry out “Distant Online Tfr”, following SOPs duly approved by ADHA will be implemented for all distant online tfr cases of DHAG.
2. **Aim.** To lay down guidelines for exec of “Distant Online Tfr”.
3. **Procedure.** Fol modalities will be fol: -
  - a. NDC will be applied and cleared as per normal tfr procedure in vogue at DHAG,.
  - b. However for online tfr fol procedure will be carried out b/w all tfr offices in Gwa :-
    - (1) The seller and dealer will be present in one tfr office for clearance of payment dues.
    - (2) The seller /purchaser (through auth dealer) would complete all formalities etc (incl biometrics, signature, thumb impression etc) as per SOP in vogue).
    - (3) The tfr offr at the time of tfr would ask the seller/ purchaser about the docu’s validity and his/ her approval for the sale/ purchase/ tfr of the file/ plot.
    - (4) The tfr will not be carried out “**On Behalf**” of purchaser. The purchaser has to be present at tfr office/ sub tfr office ex DHAG.
    - (5) The fee for distant online tfr will be Rs. 20,000 (Non-refundable) to be paid by the seller/ purchaser, whoever has requested for distant online tfr along with the submission of NDC.
    - (6) To carryout “Distant Online Tfr” a form duly signed by (only CEO) auth dealer with stamp will be deposited along with the NDC, clearly specifying the tfr office / sub tfr office where tfr is req to be executed will not allowed to be changed venue. Copy of form is att as **Anx A**.
    - (7) A zoom meeting / recording of the sale / purchase proceeding on req basis will be ensured.

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**REQUEST FOR DISTANT ONLINE TRANSFER**

To: Dir T&R Dte  
DHA Gujranwala

It is submitted I \_\_\_\_\_ S/O \_\_\_\_\_ having  
Registration No / Estate Name \_\_\_\_\_ wants to carryout  
**Distant Online Tfr** of Plot / File No \_\_\_\_\_ for my client Mr/ Ms/  
Mrs \_\_\_\_\_ S/D/W of \_\_\_\_\_ having CNIC  
No \_\_\_\_\_ as fol :-

- a. Seller along with myself would be present at \_\_\_\_\_  
tfr office at the time of tfr.
- b. Purchaser would be present at \_\_\_\_\_ tfr office at the time  
of tfr.

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

\_\_\_\_\_  
(Signature with stamp of Dealer)

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