

PROCEDURE FOR COLLECTION OF OPEN LAND FILE (OLF) ALLOCATION LETTER

1. Deposit the membership fee (Rs. 37,000/-) in DHA Offices in cash or send a bank draft / pay order in favour of DHA Gujranwala within 21 days. After 21 days surcharge @ Rs.60.00 per day will be levied.
2. Rs. 33,000/- will be charged for the Urgent issuance of Allocation letter.
3. Collect the Allocation letter in person, No attorney accepted.
4. **Bring the following documents for the collection of the Allocation letter:-**
 - a. Original intimation letter.
 - b. Original valid ID card (CNIC) (Colored / Photocopy not acceptable)
 - c. Membership form duly affixed with 2x passport size photographs (blank form with intimation letter attached).
 - d. Paid Challan/receipt of Membership Fee.



PROCEDURE FOR COLLECTION OF TRANSFER LETTER

1. After approval of the transfer/allotment, the transfer letter shall be issued in the name of the purchaser after 7x working days.
2. The transfer letter shall be handed over only to the owner/ purchaser after obtaining his signatures with full particulars on the office copy of the transfer letter.
3. Rs. 2500/- Will be charged in case, the representative of the buyer appear on his behalf at any sub office or main DHA Gujranwala office and now the actual buyer wants to sign the remaining transfer formalities in any other sub office/ main DHA Gujranwala office i.e other than the actual place of transfer.
4. Collect the transfer letter in person, The Attorney will be accepted in case the buyer was present at the time of transfer and registration/formalities are complete.
5. Rs. 5,000/- will be charged for the Urgent issuance of transfer letter.
6. **Bring the following documents for the collection of Transfer letter:-**
 - a. Original valid ID card (CNIC) (Colored/ Photocopy not acceptable)
 - b. Original Transfer Receipt.