

GIFT/HIBBA TRANSFER PROCEDURE

Collect Transfer Document Set from Finance Desk

Request for Statement of dues & NDC (signed by the Donor)

- Attested copy of allotment letter
- Attested Copy of CNIC's of Donor & Donee
- Authority letter (if Donor is not available)

Finance Desk intimates the dues (2-3 hrs)

After payment of all dues NDC issued (24-48 hrs)

After Issuance of NDC, following document submit in Legal Desk.

1. Application Form to the Administrator DHAI by Donor
2. Original Allotment Letter & Allocation Letter
3. No Demand Certificate (NDC)
4. Request form of Statement of Dues
5. Transfer Affidavit by the Donor (Including 1 x Photo Copy duly attested by Oath Commissioner on stamp papers of Rs.50/- On provincial territory and Rs.20/- on capital territory)
6. Undertaking by the Donee for additional charges, dues and taxes on stamp paper of Rs.50/- on provincial territory and Rs.20/- on capital territory duly attested by Oath Commissioner

7. Gift Deed on stamp paper in provincial Rs.1200/- and in capital territory Rs. 100/- duly attested by DHA Islamabad Rawalpindi
8. Application for Membership by the Donee
 - Two passport size colored photographs of the Purchaser
 - Attested copy of CNIC of Purchaser, Seller, Next of Kin and witnesses
9. Acceptance of Gift by the Donee (on Rs 20 judicial stamp paper duly attested by Oath Commissioner) with signatures and complete addresses of two witnesses along with attested photocopies of their CNIC's

After proper scrutiny of the documents Legal Desk

Fwd the documents to the Transfer Officer after fixing the Time & Number

After transfer Donee will collect his/her Allotment Letter on given date.