

NORMAL TRANSFER PROCEDURE

Collect Transfer Document Set from Finance Desk

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

- Attested copy of allotment letter
- Attested Copy of CNIC's of Seller & Purchaser
- Authority letter (if seller 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-R by Seller
2. Original Allotment Letter & Allocation Letter
3. Request form of Statement of Dues
4. No Demand Certificate (NDC)
5. Transfer Affidavit by the seller
(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 purchaser 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. Agreement to sell a plot 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 Purchaser
 - Two passport size colored photographs of the Purchaser
 - Attested copy of CNIC of Purchaser, Seller, Next of Kin and witnesses

After proper scrutiny of the documents Legal Desk

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

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