

DEFENCE HOUSING AUTHORITY RAWALPINDI
TFR & RECORD DTE - DHA VALLEY (JV PROJS)
ACKNOWLEDGEMENT - ISSUANCE OF SLIP DHAR-434 (VP-R)

Regn No _____

Name _____

MS No _____

CNIC No _____

Date of Submission _____

(CNIC copy att if documents submitted by other than owner/ member)

Date of Collection _____

Depositor's Sign

Note (if any) _____

X

✓



DEFENCE HOUSING AUTHORITY ISLAMABAD-RAWALPINDI
REQUEST FOR ISSUANCE OF NDC
(COMMERCIAL/ RESIDENTIAL PROPERTY)

Name

Seller / Transferor: _____

Auth Regd Dealer: _____

To: **Defence Housing Authority Islamabad-Rawalpindi**

Subject: **Request for Issuance of NDC on Tfr of (Res/Com) MS NO:** _____

Plot No: _____ **St/Lane No:** _____ **Sector:** _____ **Phase:** _____

1. In response to my request for dues for the sale/tfr of subject property I was issued tfr dues which have been deposited along with all applicable taxes.
2. It is hereby requested to issue NDC against the subject plot. Following documents are attached

Please relevant boxes

Sr #	Documents	<input checked="" type="checkbox"/>	Sr #	Document	<input checked="" type="checkbox"/>
1	Original Paid Dues Challan (Record Copy)		6	Tfr dues verified deposit Slip {DHA Valley Project only}	
2	CPR of Advance Tax u/s 236C (if applicable)		7	Passport copy for NICOP /POC holder overseas seller/purchaser	
3	CPR of Advance Tax u/s 236K (if applicable)		8	PSID (236C & 236K)	
4	Stamp Duty Challan (original) & Stamp Papers (original) {DHA Rawalpindi only}		9		
5	Sale / Gift Deed		10		

Signature & Date (Seller / Auth Redg Dealer): _____
Contact No. (Seller/Regd Dealer): _____

Fin Dte Use Only

- Adv Tax Deposited as per Filer Status Adv Tax / Stamp Duty on Sale Deed Value Challan/ PSID att
 Balance Pmt Sch Att (if any) Tax Deposited in relevant section Confirmation of withholding agent

Signatures & Date



DEFENCE HOUSING AUTHORITY ISLAMABAD-RAWALPINDI
REQUEST FOR STATEMENT OF DUES
(COMMERCIAL/ RESIDENTIAL PROPERTY)

Name

Seller: _____

Joint Seller 1: _____

Joint Seller 2: _____

Type of Transfer Normal Urgent Sale Gift Legal Heir Joint**Power of Attorney** GPA SPA Not Applicable

To: Defence Housing Authority Islamabad-Rawalpindi

Subject: **Request for Issue of Dues for Tfr of (Res/Com Property) MS NO:****Plot No: _____ St/Lane No: _____ Sector: _____ Phase: _____**1. I, intend to **Sell/ Tfr** /Gift my subject plot to the following

Purchaser: _____ CNIC # _____

Joint Purchaser 1 _____ CNIC # _____

Joint Purchaser 2 _____ CNIC # _____

2. It is requested to issue Tfr Dues against the subject plot. I/We hereby undertake that new Tfr dues request will not be signed without cancellation of this request. Following documents are attached (as applicable) for the transfer of plot:

Please relevant boxes

Sr #	Documents	<input checked="" type="checkbox"/>	Sr #	Document	<input checked="" type="checkbox"/>
1	Copy of Allotment/Allocation letter or Intimation Ltr by Mktg Dte (as applicable)		6	Copy of Card of DHAI Regd Dealer	
2	Attested CNIC copy of Seller & Purchaser		7	Latest Maintenance Bill Copy (Paid)	
3	Authority letter in favor of Purchaser/ DHAI Regd Dealer only		8	DHAI-R approval letter in case of Legal / GPA / Outstation Transfer	
4	Utility Bill Clearance from Adm Dte (Constructed Property only)		9	NOC from W&R on GHQ Allotted Plots	
5	Copy of House / Plaza Completion Certificate		10	NOC from EMAAR/ AGGPL (if app)	

Planning Dte Corner Non Corner Un dev Plot**Signatures & Date**

Signature of Seller: _____

Signature of Joint Seller 1: _____

Signature of Joint Seller 2: _____

Date: _____

Contact No. (Seller/Regd Dealer) _____

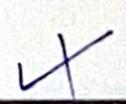
AUTHORITY LETTER

To

The Secretary
Defence housing Authority
Islamabad

Subject: Collection of State of dues, No Demand Certificate and booklet

1. I am allottee of /have purchase PLOT No. _____, STREET/LANE No. _____ SECTOR _____, DHA, Islamabad Phase _____, Membership No _____ and Now I intend selling this plot, for this purpose, I have signed the papers for collection of Dues, No Islamabad, You are therefore requested to please hand over the above document to _____ on my behalf.
2. His three specimen signatures are given below.
1. _____ 2. _____ 3. _____
3. Photographs of following documents are enclosed for reference:
 - a. Provisional Original allotment letter.
 - b. Allocation Letter in case of allottee
 - c. CNIC
4. It is further submitted that this authority letter is given only for preliminary documentation as per instruction of DHA Islamabad. Remaining all documents for transfer of plot will be signed by me personally in DHA, Islamabad office.



Signature

Name _____

Membership _____

NIC No. _____



DEFENCE HOUSING AUTHORITY RAWALPINDI
TFR & RECORD DIRECTORATE- DHA VALLEY (JV PROJECTS)

REQUEST FOR ISSUANCE OF ALLOTMENT LETTER TO ALLOTTEE

To: Director Transfer & Record
DHA Rawalpindi

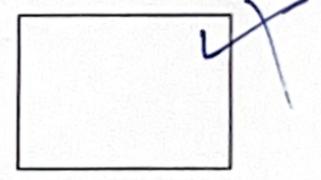
1. I am applying for issuance of "Provisional Allotment Letter" against my _____ Marla/ Sq Ft
(Residential/ Commercial) Plot/ Home/ Shop booked/ allotted on my name in DHA Valley
Project vide DHA Registration No

2. I have attached following documents along with this application:-

- a. Membership Form duly filled (along with 2x latest photographs).
- b. Readable photocopies of ID Cards (Self and NOK).
- c. Clearance from Finance Directorate, DHA Rawalpindi dated _____

Signature of Applicant _____
(As per ID card)

Thumb Impression
(Left for male and right for female)



Name _____

ID /No - - ID Type ID

Date of Issue - - Date of Expiry - -

Date of Submission of Documents: - -

FOR OFFICE USE ONLY

Name _____ Registration No

Submission Date/Time _____

Collection Date/Time _____ **Balloted/ Non-Balloted**

Note (if any)

Received By _____



**DEFENCE HOUSING AUTHORITY RAWALPINDI
TFR & RECORD DIRECTORATE**

AUTHORITY LETTER FOR COLLECTION OF ALLOTMENT LETTER

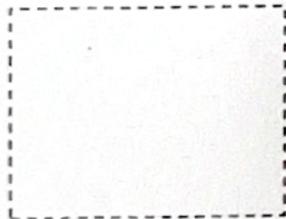
I, _____ S/o, D/o, W/o _____
holding NADRA ID Card No _____ (copy attached),
do hereby appoint, make and constitute _____ S/o, D/o, W/o
_____ Resident of _____
_____ holding NADRA
ID Card No _____ (copy attached) as my true and lawful
Attorney on my behalf for collection of my original Allotment/ Allocation Letter against DHAI-R
Plot No. _____, Street No. _____, Sector _____ Phase _____ Membership No
_____.

Three specimen signatures and thumb impression of **attorney holder** are as under:-

1. _____
Signatures

2. _____
Signatures

3. _____
Signatures

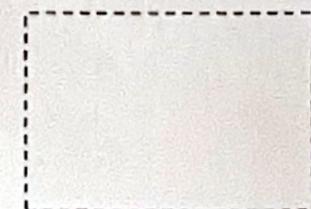


Thumb Impression
(Left for male and right for female)

Processing fee @ Rs 5000/- (Rupees Five thousands only) have been deposited through
_____ Bank Draft/ Deposit Slip no _____ dated _____ (copy
attached)

Executant

Signatures: _____ ✓



Thumb Impression
(Left for male and right for female)

Date: _____



FAMILY DETAILS

17. List of Family Members: -

Ser	Name	Relation	CNIC Number
a.			
b.			
c.			
d.			
e.			
f.			

Attach Additional Sheet (if Required)

DOCUMENTS TO BE ATTACHED (MEMBER ONLY)

18. Following are attached: -

- 2 x Passport size coloured photographs (Not older than 3x months)
- Photocopies of NADRA ID Cards (Valid / Readable)
- Form B (In case of Minor)/ Juvenile Card (Smart Card)

CERTIFICATE

19. I hereby declare and certify that:-

- The above particulars are correct to the best of my knowledge and belief.
- I am desirous to become a Member of DHA Islamabad-Rawalpindi in accordance with the rules / byelaws, term and conditions of the DHA Islamabad-Rawalpindi. I hereby agree to abide by the same.

Date: _____ Signature _____ Thumb Impression _____
(Left for Male, Right for Female)

IMPORTANT INSTRUCTIONS

- Membership Form must be filled in English.
- To be filled with Blue / Black ink only.
- All input fields must be filled in carefully / correctly and in case of left blank/unfilled, the case will not be processed.
- Members are advised to avoid misrepresentation of facts which may lead to cancellation of their membership at any stage.
- In case of Joint Owners separate Membership Form is required.
- Membership Form must be signed by the individual as per CNIC and thumb impression must be legible.
- All documents to be attached are valid / readable.
- No overwriting / cutting is acceptable.
- In case of any change in personal information and family details, member is duty bound to inform the Transfer and Record Directorate DHA Islamabad-Rawalpindi in writing.

DEFENCE HOUSING AUTHORITY ISLAMABAD - RAWALPINDI

Defence Mall, Defence Avenue, Phase-I Rawalpindi, Tel: UAN 111-555-400, Extn 1139 (DHA Proj)
1208 (Valley Proj) Fax: 5788296, Email: tfr-rec@dhai-r.com.pk , tfr-rec-valley@dhai-r.com.pk