

## **SPECIAL POWER OF ATTORNEY (SPA) TRANSFER PROCEDURE**

**After approval of SPA:**

**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 including SPA fee Rs.15000/- NDC is 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. No Demand Certificate (NDC)
3. Original SPA
4. Original Allotment Letter & Allocation Letter
5. Transfer Affidavit by the seller  
(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. Membership form 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 at 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.**

### **TRANSFER BY SPECIAL POWER OF ATTORNEY (SPA)**

Tfr of plots on SPA is carried out in following two ways: -

1. **Case No. 1** Prospective purchaser is in Pakistan but had to leave before the tfr. He can purchase plot through SPA which is prep on Judicial Stamp Paper and ctr signed by Notary Public. SPA holder will complete all the transfer formalities on behalf of purchaser. However, plot will be transfer in the name of actual purchaser & the Allotment Letter will be collected by the purchaser himself. In Case SPA holder wants to collect Allotment Letter, then He / She will be req to pay **Rs 5000/-** as fee for this purpose.
2. **Case No. 2** Purchaser is abroad where he will prepare SPA, (Special Power of Attorney) gets it counter signed from Pakistan Mission of that country and sends it to his Attorney. On receipt of SPA, attorney holder will get it verified form Foreign Office Islamabad, notaries from Notary Public and submits the same to DHA Islamabad. Plot will be tfr on the auth of SPA. In Case SPA holder wants to collect Allotment Letter, then He / She will be req to pay **Rs 5000** as fee for this purpose.

**Note: SPA approval fee i.e. Rs 15,000/- is charged by DHAI-R for each plot that is required to be purchased through SPA.**