



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

**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 PLOT)**

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 DHA1 Regd Dealer	
2	Attested CNIC copy of Seller & Purchaser		7	Latest Maintenance Bill Copy (Paid)	
3	Authority letter in favor of Purchaser/ DHA1 Regd Dealer only		8	DHA1-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 Statement of Dues and NDC

1. I am allottee of / have purchased Plot No \_\_\_\_\_ Street / Lane  
No \_\_\_\_\_, Sector no \_\_\_\_\_ DHA Islamabad, Phase \_\_\_\_\_ Membership  
No \_\_\_\_\_ and, Now I intend to sell this plot. For this purpose, I have signed  
the papers for collection of Dues, NDC and other formalities as per specimen given  
by DHA Islamabad- Rawalpindi. You are therefore, requested to please hand over  
the subject documents to \_\_\_\_\_ CNIC  
No \_\_\_\_\_ on my behalf

2. His three specimen signatures are as under:-

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

3. Photocopies of following documents are enclosed for ready 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 Instructions of DHA Islamabad. Remaining all documents  
for transfer of plot will be signed by me personally in DHA Islamabad, in DHA  
Islamabad Office.

Signature of Owner of Plot \_\_\_\_\_

Name \_\_\_\_\_

Membership No \_\_\_\_\_

CNIC No \_\_\_\_\_

Mob No \_\_\_\_\_

Dated: \_\_\_\_\_