

DEFENCE HOUSING AUTHORITY ISLAMABAD - RAWALPINDI
TFR & RECORD DTE

COMPANY PUR PROCEDURE

1. **Documents Required.** Only Local Companies can hold properties in DHAI-R. To initiate the case to Purchase the plot in DHA by a Registered Local Company, fol documents are required to be submitted: -

- a. Request for permission to purchase plot in the name of **Company**.
- b. MS Form (each director / board member)
- c. Board Resolution
- d. Memorandum of Association
- e. Article of Association
- f. Photocopy of Cert of Incorporation
- g. Acknowledgement of Filing
- h. Photocopy of Allotment Letter of subj plot
- i. Taxpayer Online Verification Forms
- j. Photocopies of CNICs

After approval, the applicant is informed in this regard and normal transfer procedure is adopted afterwards, which includes issuance of NDC from Fin Dte after financial clearance, and submission of the set of tfr documents at Legal counter for fixation of tfr schedule.

DEFENCE HOUSING AUTHORITY ISLAMABAD - RAWALPINDI
TFR & RECORD DTE

COMPANY TFR PROCEDURE

2. **Documents Required.** To initiate the case to tfr the plot in DHA by a Registered Company, fol documents are required to be submitted: -

- a. Request for permission to sale plot in the name of **Company**.
- b. Board Resolution
- c. Memorandum of Association
- d. Article of Association
- e. Photocopy of Cert of Incorporation
- f. Acknowledgement of Filing
- g. Photocopy of Allotment Letter of subj plot
- h. Photocopies of CNICs

After approval, the applicant is informed in this regard and normal transfer procedure is adopted afterwards, which includes issuance of NDC from Fin Dte after financial clearance, and submission of the set of tfr documents at Legal counter for fixation of tfr schedule.