GENERAL POWER OF ATTORNEY (GPA) TRANSFER PROCEDURE

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Plots are Transfer on General Power of Attorney (G P A) only in case if the owner of the plot is living abroad and are unable to come physically for disposal of his plot. Local GPAs are not entertained what so ever. Fol procedure is adopted: -

1. Owner of Plot gets GPA countersigned/attested from official of Pakistan Consulate / Embassy in the country of his residence and sends it to his attorney in Pakistan.
2. GPA holder gets GPA verified from Foreign Office Islamabad, then registers the GPA with Registrar Islamabad / Rawalpindi.
3. Thereafter, GPA holder deposits GPA duly registered with registrar Islamabad / Rawalpindi, in the office of Transfer & Records, DHAI-R for further processing/ approval.
4. GPA approval fee i.e. **Rs.50,000/-** (other than Tfr dues) through pay order is req to be deposited in Fin Dte DHAI-R before depositing the case to Tfr & Record Dte for obtaining approval of GPA from DHAI-R.
5. After approval by Competent Authority of DHAI-R, GPA holder is allowed to sell the plot after financial clearance and completion of tfr formalities.

Note: GPA approval fee i.e. Rs. 50,000/- is charged by DHAI-R for each plot that is required to be sold through GPA.

Approval of GPA:

Collect Transfer Document Set from Tfr & Rec Dte. (Recpetion)

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

- Attested copy of allotment letter
- Attested Copy of CNIC's of Seller & Purchaser
- Original GPA along with CNIC of both authorizing GPA and GPA holder

Finance Desk intimates the dues (2-3 hrs)

After payment of all dues including GPA fee Rs.50,000/- 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 GPA
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.