

**Note:** Only blue ink is allowed for entries and signatures.

1. Owner ☐  
2. Estate Agent ☐

1. Name of Owner \_\_\_\_\_ Son / Daughter / Wife of \_\_\_\_\_  
CNIC No. \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Mobile No. \_\_\_\_\_.
2. Plot No. \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_ Measuring \_\_\_\_\_ Kanal / Marla.
3. I hereby authorize my Estate Agent Mr. \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_  
\_\_\_\_\_ CNIC No. \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Mobile No. \_\_\_\_\_

to collect the verification form duly verified from DHA on my behalf.

\_\_\_\_\_  
Signature (Estate Agent Stamp)

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR USE BY DHA**

Legal Status		Description of the Case
Clear <input type="checkbox"/>	Not Clear <input type="checkbox"/>	

Land Status		Description of the Case
Clear <input type="checkbox"/>	Not Clear <input type="checkbox"/>	

Bank Lien		Description of the Case
Clear <input type="checkbox"/>	Not Clear <input type="checkbox"/>	

Miscellaneous Dispute		Description of the Case
Clear <input type="checkbox"/>	Not Clear <input type="checkbox"/>	

AD Transfer: \_\_\_\_\_ LA: \_\_\_\_\_ DD Transfer: \_\_\_\_\_

Acqn Branch: \_\_\_\_\_ Finance Branch: \_\_\_\_\_ Legal Branch: \_\_\_\_\_

**Director Transfer & Record**

**DOCUMENTS REQUIRED**

1. 1 x Photocopy of CNIC
2. 1 x Photocopy of Allotment / Intimation / Allocation Letter
3. 1 x Photocopy of CNIC of Authority Holder (in case of Authority holder)
4. Original Paid Challan of Verification Fee

**5. If Applied Through Dealer:**

- a) 1 x Photocopy of Dealer's Registration Card
- b) Stamp of Estate Agent

**6. In Case of Ex. JCOs / Soldiers / NOK of Shuhdas:**

- a) 1 x Photocopy of NOC from GHQ
- b) 1 x Photocopy of Discharge Certificate
- c) Pension Book (Duly Attested)

7. In case of Company / Trust / Firm / Partnership, kindly refer to set of instructions available at Reception / Website.

☐ Direct  
☐ Through Dealer (Stamp)  
 Contact: \_\_\_\_\_

NDC Submission: Lhr / Isd / Kci  
 Seller Loc for Tfr Exec: Lhr / Isd / Kci  
 Buyer Loc for Tfr Exec: Lhr / Isd / Kci

Date: \_\_\_\_\_

From (Owner):

Mr./Mrs./Ms.: \_\_\_\_\_

S/O, D/O, W/O: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

☐ Plot

☐ House/Building

☐ Under Construction

☐ Allocation File

☐ Share Tfr

**Type of Transfer:**

☐ Regular

☐ Hiba

☐ Seller Abroad

☐ Transfer on Court Orders

To,

Secretary  
DHA Lahore.

Subject: **Request for NDC**

I / We have decided to transfer above Plot/Property No. \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_ Membership No. \_\_\_\_\_. I/We am/are bound to pay all dues including transfer fee against the plot/property. It is therefore requested that NDC may please be prepared.

**Note: I/We have read the instructions overleaf and deposited the documents as required.**

Yours Sincerely,

\_\_\_\_\_  
(Signatures of all Co-Owners/ LHs)

\_\_\_\_\_  
Seller / Donor

**FOR DHA USE ONLY**

Director BC	
Legal Advisor (Transfer)	
AD Transfer	
DD Transfer	
Finance Branch	
Land Branch	
Legal Branch	

**Director Transfer & Record**

**PTO**  
Details Overleaf

## DOCUMENTS REQUIRED

1. 1 x Photocopy of CNIC
2. 1 x Photocopy of Allocation / Intimation / Allotment / Transfer Letters
3. 1 x Photocopy of Site Plan for the plots (if possession is open), If not held will be applied for along with NDC.
4. 1 x Photocopy of Completion Certificate (in case of Completed House / Building)
5. TIP Paid receipt and clearance certificate from Walton / Lahore Cantt Board (In case of constructed property).
6. Property Tax receipt and clearance certificate from Walton / Lahore Cantt Board. **In case of exemption, exemption certificate be attached.**
7. In case of Company / Trust / Firm / Partnership, kindly refer to set of instructions available at Reception / Website.
8. NOC for Armed Forces Personnel in case of service benefit Plots/ Plots allotted out of Defence quota from GHQ AG's Branch (W&R Dte).
9. Attested photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retd JCOs/NCOs and NOKs of Shaheed / Deceased.
10. In case of Hiba transfer, 1 x Photocopy of Family Registration Certificate (FRC) to be attached.
11. **For Haly Tower/ Gold Crest/ Penta Square:**
  - a. **No Objection Certificate from concerned O & M Company is mandatory.**
  - b. **Undertaking by the purchaser/ Donee is mandatory for submission along with Transfer documents set.**
12. **For Phase 11 (Rahbar)&12 (EME),** owners are required to procure "Property Tax Clearance Certificate" from concerned Excise & Taxation Office and TTIP paid receipt from Local Government/MCL(For plots and constructed properties).
13. Clearance certificate of outstanding Water Meter charges (In case of const house).
14. In case of complete house, **Clearance from Maint Branch** regarding **"water Billing Installment"** is mandatory.

### **Note:**

1. Original Allocation, Intimation, Allotment, Transfer Letter(s) and original NOC (GHQ) to be surrendered to DHA at the time of transfer.
2. In case of Phase 1-4, original Sale Deed(if applicable) has to be surrendered to DHA at the time of Transfer and for Phase 5 and Phase 8(Ex Park View), original Share Certificate (if applicable).
3. Paid copy of transfer fee and other dues (if any) to be submitted at least two days before transfer.
4. Physical appearance of Minor at the time of transfer of property is mandatory even if Guardian is already appointed from court of Law.
5. In case of NOKs of Shuhadas/ WWP/ JCOs, endorsement stamp from Property Exchange Branch is required prior to submission of NDC.

### **Validity Period of NDC:**

House / Building	30 days	} If the transfer of plot is carried out in the next month of application of NDC, updated dues will be cleared before transfer.
Non Possession / Possession Plot	90 days	

# DEFENCE HOUSING AUTHORITY

## APPLICATION OF POSSESSION OF PLOT (SITE PLAN)

Document Reference:  
4422011

To: Director (Building Control)  
Defence Housing Authority  
Lahore Cantt.

Subject: **SITE PLAN OF PLOT**

Dear Sir,

Sr	Factors	BC Svy	Reduction Rate	
			Max Allowed	Recommended
1.	In vicinity of Boundary/ Drain/ Graveyard		15%	
2.	Reduced Frontage		5%	
3.	Irregular/ Odd/ Triangular Shape		10%	
4.	Misc (Determined by BC Branch) Elec Line/ SDS/ Hospital/ Near Litigation Area/ Any Other.		10%	
	Total		40%	

Please issue site plan of my plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_ and hand over to me/my authorized attorney. Photocopy of Computerized National Identity Card and Allotment / Transfer letter are attached. Thanking you,

Your's faithfully,

Owner's Name \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Attorney's Signature: \_\_\_\_\_

(DHA Approved)

Attorney's Name \_\_\_\_\_

Ph./Cell #: \_\_\_\_\_

CNIC No. 

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### PART I

Demarcation of the plot is as under:-

Longer Dimensions (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
Shorter Dimensions (1) \_\_\_\_\_  
(2) \_\_\_\_\_

ft. Bounded By \_\_\_\_\_  
ft. Bounded By \_\_\_\_\_  
ft. Bounded By \_\_\_\_\_  
ft. Bounded By \_\_\_\_\_

Area of Plot: \_\_\_\_\_ sq.ft

Standard/Excess/Short by: \_\_\_\_\_ sq.ft

Surveyor \_\_\_\_\_

Director (Building Control)

### PART II

1. Certifies that the ownership is legal.
2. All dues cleared by the applicant, hence possession may be handed over.

Director (Finance)

### PART III

Handover possession physically.

Surveyor \_\_\_\_\_

Director (Building Control)

### PART IV

Possession handed over on \_\_\_\_\_

Surveyor

Possession taken over on \_\_\_\_\_

(Owner / Attorney)

**Note: Attach a photocopy of CNIC and Allotment / Transfer Letter**

**Main Office Complex, Sector "A", Phase VI. | UAN: 042-111-342-547 | E-mail: [customercare@dhalahore.org](mailto:customercare@dhalahore.org) |**

1	<b>Part-1</b>	<b>Particulars and declaration of the Seller(s)</b>
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(For extra sheets)

Sheet 

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 of 

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2 To : The Registering/Transferring Authority of immovable property:

Date : \_\_\_\_\_

3 Province: District

4      ☐ Tehsil    ☐ Town    ☐ Housing Authority

5 I/We want to sell our immovable property to the party(ies) who's particulars are given in Part-2 whereas the particulars of the said immovable property are given in Part-3 below:

6	Sr.	CNIC/NTN/PP No. of Seller (s)	Name of Seller(s) & Owner(s)	%age Share	Seller Type (*)
	1				
	2				
	3				

## Part-2 Particulars of the Buyer(s)

7	Sr.	CNIC/NTN/PP No. of Buyer (s)	Name of Buyer(s)	%age Share	Buyer Type (*)
	1				
	2				
	3				

(\*) Type : O => Owner, A => Attorney (Provide details of all owners and sellers even if the property is sold/purchased through Attorney)

### Part-3 Location & Particulars of the property

8 Type ☐ Commercial ☐ Residential ☐ Agricultural

9	Status	<input type="checkbox"/> Building	<input type="checkbox"/> Flat	<input type="checkbox"/> Plot	<input type="checkbox"/> Land
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10	Land Size	_____ Acre(s)	_____ Kanal(s)	_____ Marla(s)	_____ Sarsai(s)	_____ Sq. Yard	_____ Sq Ft.
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11	Covered	In case of Flat & Constructed Land, covered area must be provided	<input type="text"/>	Sq. Yards	<input type="text"/>	Sq. Ft.
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12	Area	Plot / House / Flat / Shop/ Office No.	Street / Lane etc. No.	Sector / Phase / Mohalla/ Block etc.
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13	Location	Khasra/Khewat/Acre/etc. No.	Province	District/Tehsil/Housing Society
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#### Part-4 Value of Property & Tax Computation

(Amounts in Pak Rupees)

14 Date of Purchase/Acquisition by the Current Seller Date of Sale/Transfer

15	Sale Price /Value	
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16 Is Capital Gains Tax applicable ☐ **Yes** ☐ **No**, because property is sold after two (2) years of purchase  
☐ **No**, because the seller is a Government Department

17 If answer to Sr-16 is **Yes**, then Withholding Tax Payable @ 0.5% = [ Sr-15 \* 0.5/100 ]

18 Amount of withholding taxpayable in words \_\_\_\_\_,

### Part-5 Declaration by Property Seller/Transferrer

19	I,	bearing CNIC No.				-							-
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as principal seller hereby declare that the particulars given above are correct to the best of my knowledge and that the withholding tax computed at Sr-17 above has been deposited in the NBP/ SBP vide CPR (copy attached):

***Before submitting this form to the Registering/Transferring authority, NBP/SBP is requested to issue a CPR.***

This application is submitted along with other required documents for transfer of the above stated property.

[illegible]

21 Date: \_\_\_\_\_ Signature of Seller \_\_\_\_\_

22 Note : NBP/SBP shall attach this application with the CPR to be sent to the Regional Tax Office concerned

**Part-6 (FOR OFFICIAL USE OF REGISTRATION/TRANSFERRING AUTHORITY)**

23 Transfer registered at Sr. No. \_\_\_\_\_, vide Registration No. \_\_\_\_\_ of the Financial Year \_\_\_\_\_

on (date) \_\_\_\_\_ by ensuring that an amount of Rs. \_\_\_\_\_ has been paid by the seller as withholding tax u/s 236C of the Income Tax Ordinance 2001 vide Bank CPR No referred above. Copy duly signed and stamped has been placed in the official record and one copy sent to the Regional Tax Office concerned.

24 **Official Seal of the Authority**

**Signature of Registration Authority**

**APPLICATION TO THE REGISTRATION AUTHORITY  
FOR THE PURCHASE OF IMMOVABLE PROPERTY**

**PARTICULARS OF PURCHASER**

(in case of multiple purchasers, write the particulars of major share holder)

1 Name \_\_\_\_\_

2 Address \_\_\_\_\_  
(please write complete address along with name of City and District)

3 NTN 

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 - CNIC/ Inc.No./Passport No. \_\_\_\_\_  
(Please attach photocopy of NTN/ CNIC)

4 **VERIFICATION**

I/We solemnly declare that the particulars given in this application are correct and complete to the best of my knowledge and belief, and that nothing has been concealed.

5 Place \_\_\_\_\_

6 Date (dd/mm/yyyy) \_\_\_\_\_

7 CNIC/ Passport No. \_\_\_\_\_  
(Please attach photocopy) \_\_\_\_\_ Name & Signature of Purchaser/Authorized Representative

**PARTICULARS OF SELLER**

(in case of multiple sellers, write the particulars of major share holder)

9 Name \_\_\_\_\_

10 Address \_\_\_\_\_  
(please write complete address along with name of City and District)

11 NTN 

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 - CNIC/ Inc.No./Passport No. \_\_\_\_\_  
(Please attach photocopy of NTN/ CNIC)

**VERIFICATION**

I/We solemnly declare that the particulars given in this application are correct and complete to the best of my knowledge and belief, and that nothing has been concealed.

12 Place \_\_\_\_\_

13 Date (dd/mm/yyyy) \_\_\_\_\_

14 CNIC/ Passport No. \_\_\_\_\_  
(Please attach photocopy) \_\_\_\_\_ Name & Signature of Seller/Authorized Representative

**LOCATION & PARTICULARS OF THE PROPERTY (to be completed by the Registration Authority)**

15 Type ☐ Commercial ☐ Residential

16 Status ☐ Plot ☐ Flat ☐ Constructed Land

17 Land Size \_\_\_\_\_ ☐ Kanal ☐ Marla ☐ Sq Yards ☐ Sq Feet (Pl. select only one unit of measure)

18 Covered Area \_\_\_\_\_ ☐ Sq Yards ☐ Sq Feet (Pl. select only one unit of measure)

19 Address \_\_\_\_\_  
Plot / House / Flat / Shop/ Office No. \_\_\_\_\_ Street / Lane etc. No. \_\_\_\_\_

20 \_\_\_\_\_  
Sector / Phase / Mohalla/ Block etc. \_\_\_\_\_

21 \_\_\_\_\_  
Province \_\_\_\_\_ District \_\_\_\_\_ Tehsil/ Town \_\_\_\_\_

22 Value of property as determined for the purposes of Stamp Duty Rs. \_\_\_\_\_

23 Value of property as declared by transferee, where Stamp Duty is not chargeable Rs. \_\_\_\_\_

24 Date of Sale (dd/mm/yyyy) \_\_\_\_\_ Value of Property Rs. \_\_\_\_\_

25 CVT Rate \_\_\_\_\_ CVT Amount Rs. \_\_\_\_\_

26 \_\_\_\_\_  
Date (dd-mmm-yyyy) \_\_\_\_\_ Name, Signature and Stamp of Registration Authority

**(FOR OFFICIAL USE OF REGISTRATION AUTHORITY)**

27 Transfer Registered at S.No \_\_\_\_\_ of Register No \_\_\_\_\_ of the Financial Year \_\_\_\_\_

28 on (date) \_\_\_\_\_, Registration No. Allotted \_\_\_\_\_, CVT amounting to Rs. \_\_\_\_\_

29 has been paid at the CVT Rate \_\_\_\_\_ vide Bank CPR No \_\_\_\_\_

30 \_\_\_\_\_  
Official Seal of Registration \_\_\_\_\_ Signature of Registration Authority

**Note:** This is an input form and should not be signed/stamped by the Bank. However, CPR (Computerized Payment Receipt) in Quadruplicate should be issued after receipt of payment by the Bank.



**APPLICATION TO THE REGISTRATION AUTHORITY  
FOR THE PURCHASE OF IMMOVABLE PROPERTY**

**PARTICULARS OF PURCHASER**

(in case of multiple purchasers, write the particulars of major share holder)

1 Name \_\_\_\_\_

2 Address \_\_\_\_\_  
(please write complete address along with name of City and District)

3 NTN 

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 - CNIC/ Inc.No./Passport No. \_\_\_\_\_  
(Please attach photocopy of NTN/ CNIC)

4 **VERIFICATION**

I/We solemnly declare that the particulars given in this application are correct and complete to the best of my knowledge and belief, and that nothing has been concealed.

5 Place \_\_\_\_\_

6 Date (dd/mm/yyyy) \_\_\_\_\_

7 CNIC/ Passport No. \_\_\_\_\_  
(Please attach photocopy) Name & Signature of Purchaser/Authorized Representative \_\_\_\_\_

**PARTICULARS OF SELLER**

(in case of multiple sellers, write the particulars of major share holder)

9 Name \_\_\_\_\_

10 Address \_\_\_\_\_  
(please write complete address along with name of City and District)

11 NTN 

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 - CNIC/ Inc.No./Passport No. \_\_\_\_\_  
(Please attach photocopy of NTN/ CNIC)

**VERIFICATION**

I/We solemnly declare that the particulars given in this application are correct and complete to the best of my knowledge and belief, and that nothing has been concealed.

12 Place \_\_\_\_\_

13 Date (dd/mm/yyyy) \_\_\_\_\_

14 CNIC/ Passport No. \_\_\_\_\_  
(Please attach photocopy) Name & Signature of Seller/Authorized Representative \_\_\_\_\_

**LOCATION & PARTICULARS OF THE PROPERTY (to be completed by the Registration Authority)**

15 Type ☐ Commercial ☐ Residential

16 Status ☐ Plot ☐ Flat ☐ Constructed Land

17 Land Size \_\_\_\_\_ ☐ Kanal ☐ Marla ☐ Sq Yards ☐ Sq Feet (Pl. select only one unit of measure)

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Sector / Phase / Mohalla/ Block etc. \_\_\_\_\_

21 \_\_\_\_\_  
Province \_\_\_\_\_ District \_\_\_\_\_ Tehsil/ Town \_\_\_\_\_

22 Value of property as determined for the purposes of Stamp Duty Rs. \_\_\_\_\_

23 Value of property as declared by transferee, where Stamp Duty is not chargeable Rs. \_\_\_\_\_

24 Date of Sale (dd/mm/yyyy) \_\_\_\_\_ Value of Property Rs. \_\_\_\_\_

25 CVT Rate \_\_\_\_\_ CVT Amount Rs. \_\_\_\_\_

26 \_\_\_\_\_  
Date (dd-mmm-yyyy) \_\_\_\_\_ Name, Signature and Stamp of Registration Authority \_\_\_\_\_

**(FOR OFFICIAL USE OF REGISTRATION AUTHORITY)**

27 Transfer Registered at S.No \_\_\_\_\_ of Register No \_\_\_\_\_ of the Financial Year \_\_\_\_\_

28 on (date) \_\_\_\_\_, Registration No. Allotted \_\_\_\_\_, CVT amounting to Rs. \_\_\_\_\_

29 has been paid at the CVT Rate \_\_\_\_\_ vide Bank CPR No \_\_\_\_\_

30 \_\_\_\_\_  
Official Seal of Registration \_\_\_\_\_ Signature of Registration Authority \_\_\_\_\_

**Note:** This is an input form and should not be signed/stamped by the Bank. However, CPR (Computerized Payment Receipt) in Quadruplicate should be issued after receipt of payment by the Bank.