

Note: Only blue ink is allowed for Entries and Signatures.

- | | |
|-----------------|--------------------------|
| 1. Owner | ☐ |
| 2. Estate Agent | ☐ |

- Name of Owner _____ Son/Daughter/ Wife of _____
CNIC No. _____ Address _____
Mobile No. _____
- Plot No. _____ Sector _____ Phase _____ Measuring _____ Kanal/Marla _____
- 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 ☐	Not Clear ☐	
Land Status		Description of the Case
Clear ☐	Not Clear ☐	
Bank Lien		Description of the Case
Clear ☐	Not Clear ☐	
Miscellaneous Dispute		Description of the Case
Clear ☐	Not Clear ☐	

AD Transfer: _____ LA: _____ DD Transfer: _____
Acqn Branch: _____ Finance Branch: _____ Legal Branch: _____

Executive Director Transfer & Record

Date: _____ ☐ Approved
☐ Not Approved

Note

- Verification reflects property status (including saleability of the property) at the date of signing.
- Status of encumbrance as such is not covered.

Collection Time is within 48 working hours

DOCUMENTS REQUIRED

1. 1 x Photocopy of valid 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. 1 x Photocopy of Dealer's CNIC.
 - c. 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).
 - d. 1 x Photocopy of CNIC.
7. In case of Company / Trust / Firm / Partnership, kindly refer to set of instructions available at Reception / Website. (www.dhalahore.org.com)

NO DEMAND CERTIFICATE

Document Reference:
4433018

☐ Direct (Owner)
☐ Through Dealer (Stamp)
Name: _____
Contact: _____

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

To,

The Secretary
DHA Lahore

Subject: Request for NDC

Date: _____

Owner's Data

Mr./Mrs./Ms: _____

S/O, D/O, W/O: _____

CNIC No: _____

Contact No(Owner): _____

☐ Plot ☐ House/Building
☐ Under Construction ☐ Allocation File
☐ Share Tfr

Type of Transfer

☐ Regular ☐ Hiba
☐ Seller Abroad ☐ Transfer on Court Orders

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 / Court Rep

Note:- To be Filled – Signed with Blue ink only

FOR DHA USE ONLY

BC _____

	<u>BRANCH OBSERVATIONS</u>	<u>NDC OBSERVATIONS</u>
Transfer Dte	AD Transfer	Aloc Ltr
	DD Transfer	Almt Ltr
	Legal Advisor	AM Form
Engg Dte (possession status)		SPA
Land Dte	Encumbrance Status	Cancellation of NDC
	Khasrah Number	Sign to Cancel of Old NDC
Legal Dte	Litigation Case No / Status	Clearance Cert of Property Tax
Security Dte		TIP Paid Challan
BC Dte		E&T Cert
Finance Dte		2x Witnesses
		Intimation Ltr
		Tfr Ltr
		NOC
		SPA Cancellation

Executive Director Transfer & Record

Date _____

☐ Approved
☐ Not Approved

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 Defense 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, Photocopies of CNIC Donor/ Donee and Family Registration Certificate (FRC) to be attached.
11. **For Halley Tower/ Gold Crest/ Penta Square/ Defense Raya (NOC)**
 - 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 (For plots and constructed properties).
13. Last paid water bill (Original) In case of const house.
14. In case of complete house, **Clearance from Maintenance 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 | |
| • Court Order Tfr | 120 days | |
- **Note:** In case of seller abroad validity period for Building/ Non possession/ possession Plot is 90 days.

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,

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,

Yours faithfully,

Owner's Name _____

Owner's Signature: _____

Address _____

Attorney's Signature: _____

(DHA Approved)

Attorney's Name

Ph./Cell #: _____

[illegible]

PART I

Demarcation of the plot is as under:-

Longer Dimensions (1) _____

ft. Bounded By_____

(2) _____

ft. Bounded By_____

Shorter Dimensions (1) _____

ft. Bounded By _____

(2) _____

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

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,

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,

Yours faithfully,

Owner's Name _____

Owner's Signature: _____

Address _____

Attorney's Signature: _____

(DHA Approved)

Attorney's Name

Ph./Cell #: _____

[illegible]

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.
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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

**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)

12 **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.

13 Place _____

14 Date (dd/mm/yyyy) _____

15 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 _____

20 Plot / House / Flat / Shop/ Office No. _____ Street / Lane etc. No. _____

21 Sector / Phase / Mohalla/ Block etc. _____

22 Province _____ District _____ Tehsil/ Town _____

23 Value of property as determined for the purposes of Stamp Duty Rs. _____

24 Value of property as declared by transferee, where Stamp Duty is not chargeable Rs. _____

25 Date of Sale (dd/mm/yyyy) _____ Value of Property Rs. _____

26 CVT Rate _____ CVT Amount Rs. _____

27 Date (dd-mmm-yyyy) _____ Name, Signature and Stamp of Registration Authority _____

(FOR OFFICIAL USE OF REGISTRATION AUTHORITY)

28 Transfer Registered at S.No _____ of Register No _____ of the Financial Year _____

29 on (date) _____, Registration No. Allotted _____, CVT amounting to Rs. _____

30 has been paid at the CVT Rate _____ vide Bank CPR No _____

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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 -

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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)

12 **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.

13 Place _____

14 Date (dd/mm/yyyy) _____

15 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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(FOR OFFICIAL USE OF REGISTRATION AUTHORITY)

28 Transfer Registered at S.No _____ of Register No _____ of the Financial Year _____

29 on (date) _____, Registration No. Allotted _____, CVT amounting to Rs. _____

30 has been paid at the CVT Rate _____ vide Bank CPR No _____

Official Seal of Registration _____ Signature of Registration Authority _____

(For extra sheets)

1	Part-1	Particulars and declaration of the Seller(s)
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Sheet of

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	☐ Building	☐ Flat	☐ Plot	☐ 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 _____ ☐ Sq. Yards ☐ 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/Khwat/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
----	--------------------

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