

Requirement for Foreign Transfer-(Seller Abroad)

1. Complete Transfer set alongwith NDC Form and site plan form (if required sent to the owner by seller's representative).
2. Documents are signed by the owner in concerned Embassy / Consulate and documents should be attested by the Embassy / Consulate.
3. Attested copy of owners CNIC.
4. Attested copy of passport and visa with exit and entry stamp.
5. Authority letter for submission of papers on stamp paper Rs 100/.
6. Documents alongwith the envelope are submitted in DHA office Transfer Branch.
7. Verification from the individual and Embassy takes up to 1 to 2 months.
8. After verification is complete and transfer dues are paid, the purchaser comes to DHA office for signing the Transfer documents.

Requirements for Foreign Transfer - (Purchaser Abroad)

1. Attested copy of purchaser's CNIC.
2. Attested copy of passport and visa with exit and entry stamps.
3. Two attested passport size photographs.
4. Undertaking on Rs 100/- Stamp paper by the Purchaser's representative.

CHECK LIST FOR TRANSFER

(IF SELLER ABROAD)

If Owner / Seller is abroad and wants to sell his / her property:-

1. Forwarding letter signed and thumb impressions by Seller / Donor duly attested by concerned Embassy.
2. Photocopy of CNIC, NICOP, POC and passport duly attested by Embassy.
3. Transfer affidavit duly attested by Embassy concerned (Foreign address must be mentioned).
4. Original allotment / transfer / Intimation / Allocation letter for cancellation / Sale Deed (if registered).
5. Authority letter for Payment receiving (on stamp paper) duly attested by Embassy.
6. NDC Proforma and Site Plan attached (if possession open for plot).
7. Biana.
8. Envelop (which contained the documents sent from abroad).

CHECK LIST FOR TRANSFER

(IF PURCHASER ABROAD)

If a purchaser is abroad and wants to transfer property in his / her name, following documents are required by DHA:-

1. CNIC, NICOP, POC copy (valid & visible signature).
2. Copy of passport (valid & visible signature).
3. Visa Copy (exit & entry stamps).
4. 02 Passport size photographs (blue back ground)
5. On behalf of purchaser and CNIC holder can sign the undertaking on stamp paper of Rs 100/- (as per DHA Specimen attach).

Note: Undertaker has to be present in person for signature at the time of transfer alongwith original CNIC.

AFFIDAVIT
UNDERTAKING
(PURCHASER ABROAD)

I,.....S/O.....

Resident of.....

having CNIC No on behalf of _____

holding CNIC No do hereby solemnly affirm and declare as under:-

1. That _____ have purchased the plot of Land bearing
No _____ Block _____ in Phase _____ Measuring
_____ Defence Housing Authority, Lahore – Multan Chapter from

_____ holding CNIC No _____
2. I undertake that the original Purchaser of above mentioned plot is presently not in
Pakistan, so he cannot sign the transfer papers regarding the above mentioned plot in
DHA Office.
3. I also assure you and undertake that _____
will sign all the necessary documents about transfer of said plot in your office
whenever he comes back to Pakistan.
4. I further undertake that both seller and purchaser are themselves responsible for the
sale price of the said plot and will not claim DHA in case of any dispute if arises
between seller and purchaser.
5. That whatever is stated above is true to the best of my knowledge and belief.

CHECK LIST FOR FOREIGN CASES

Property / Plot No _____ Sector _____ Phase _____ Measuring _____

S/No	Area Checked	Yes	No	Remarks
1.	Forwarding letter signed by seller & duly attested by Embassy Concerned			
2.	Photostat copies of CNIC / Passport duly attested by Embassy			
3.	Transfer Affidavit duly attested by Embassy concerned (Foreign Address must be written)			
4.	Original Allotment / Transfer letter for cancellation			
5.	Authority letter for payment receiving			
6.	Confirmation of attestation by Embassy received			
7.	Confirmation of attestation by individual received			
8.	No Demand Certificate Performa / site plan			
9.	Court cases			
10.	Mortgage / Permission to Mortgage			
11.	Biana			
12.	IT-5			