|  |  |  |  |
| --- | --- | --- | --- |
| Direct  Through Dealer (Stamp)  Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| From: |  |
| Mr/Mrs/Ms | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| S/O,D/O,W/O | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CNIC No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contact No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Plot |  | House/Building |
|  | Under Construction |  | Allocation File |

To,

**Type of Transfer**

Regular Hiba (Father/Mother/Wife/ Son/ Daughter/Brother/Sister)

**Foreign Transfer**:

Purchaser Abroad Seller Abroad

Transfer on Court Orders

Secretary

DHA Multan

Subject: **Request for NDC**

I / We have decided to transfer 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.

Your’s Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_

(Seller / Donor)

**FOR DHA USE ONLY**

|  |  |
| --- | --- |
| Director BC |  |
| Legal Advisor (Transfer) |  |
| Transfer Officer -1 |  |
| Transfer Officer -2 |  |
| ADE |  |
| Legal Branch |  |

**Director Transfer & Record (DT&R)**

P.T.O

Details Overleaf

**DOCUMENTS TO BE ATTACHED**

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 Multan / Multan Cantt Board (in case of constructed property).

6. Property Tax receipt and clearance certificate from Multan / Multan 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.

**Note**:-

1. Original Allocation, Intimation, Allotment, Transfer Letter (s) and original NOC (GHQ) to be surrendered to DHA at the time of transfer.

2. Paid copy of transfer fee and other dues (if any) to be submitted at least two days before transfer.

3. Physical appearance of Minor at the time of transfer of property is not mandatory if Guardian is already appointed from court of Law.

**Validity Period of NDC**:

* House / Building 30 days If the transfer of plot is carried out in
* Non Possession / Possession Plot 90 days the next month of application of NDC,

Updated dues will be cleared before

Transfer.