

TRANSFER PROCEDURES

DHA MULTAN

Verification of Property

Statement Summary			
SERVICE	TIMELINE	CHARGES	DELIVERY
Verification of Property	24 Hours	1000/-	Transfer and Record Branch

Documents Required

1. Copy of Allocation / Intimation / Allotment / Transfer Letter(s).
2. Copy of Computerized National Identity Card.
3. Copy of Computerized National Identity Card of Authority Holder.
4. Original paid Voucher of Verification Fee (Rs. 1000/-).
5. Copy of Property Dealer's Registration Card (if applied through Property Dealer).

Procedure

1. Verification form is available at DHA Multan Reception. ([Download Specimen from DHA website](#))
2. Deposit the Verification Form along with the documents mentioned above at DHA Multan Reception.
3. Customer/ Authority Holder will collect Verification Performa from DHA Reception next day.

No Demand Certificate

No Demand Certificate is the first step for transfer in which the owner has to clear all objections and outstanding dues.

Statement Summary			
SERVICE	TIMELINE	CHARGES	DELIVERY
No Demand Certificate	5 Working Days Hours	Nil	-

Documents Required

1. Copy of Computerized National Identity Card.
2. Copy of Allocation / Intimation / Allotment / Transfer Letter.
3. Copy of Site Plan for the plots (if possession is open). If not held, will apply along with No Demand Certificate.
4. Copy of Completion Certificate (House / Building).

5. Paid copy of Transfer Fee and other dues (if any) be submitted at least one day before transfer.
6. No Objection Certificate for Armed Forces Personnel in case of Service Benefit Plots / Plots allotted out of Defence quota from GHQ AG's Branch (W&R Directorate).
7. Photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retired Junior Commissioned Officers / Non Commission Officers and Next Of Kins of Shaheed / Deceased (duly attested by District Arms Services Board).

Procedure

1. No Demand Certificate request form is available at DHA Multan Reception. ([Download Specimen from DHA website](#))
2. Deposit the No Demand Certificate along with the documents mentioned above at DHA Multan Reception.
3. If the required documents are complete, the customer will be issued receipt of documents.
4. Customer will come on the date provided on the receipt to collect Payment Voucher from Accounts counter, DHA Office.
5. After paying the voucher in the bank, customer deposit the copies of Vouchers of all dues including Transfer Fee at Accounts counter.
6. In case of House or Open Possession Plot, customer will have to coordinate with Building Control Branch for Surveyor visit and dues clearance.
7. Deposit the complete Transfer Documents after fulfilling the above requirements at DHA Multan Reception for the transfer appointment.

Note:

1. Original Allocation / Intimation / Allotment / Transfer Letter(s) to be surrendered to DHA at the time of transfer.
2. Paid copy of Transfer Fee and other dues (if any) to be deposited at least one day before Transfer.

Regular Transfer

Statement Summary			
SERVICE	TIMELINE	CHARGES	DELIVERY
Regular Transfer	After No Demand Certificate Clearance	Depends on the Phase, Size and Plot / Building Type.	Transfer Branch

Documents Required

1. Transfer Documents set specimen available at DHA Multan Reception. ([Download Specimen from DHA website](#))
2. Original Allocation / Intimation / Allotment / Transfer Letter(s) at the time of transfer.
3. Copy of Computerized National Identity Card of Seller and Purchaser (duly attested by Oath Commissioner).
4. Membership Fee of new owner.
5. Membership Form.
6. 2 x Passport size photographs of new owner (Duly attested by Oath Commissioner).
7. Transfer Fee. (According to the Size).
8. Affidavit of Seller and Purchaser for surrendering.
9. 5% Stamp Duty, DC value according to the plot size, Seller & Purchaser undertaking on Stamp papers Rs 100/-.
10. CGT (Capital Gain Tax) will be paid by Seller, i.e **Filler 1%, Non Filer 2%** according to DC value of plot size.

Procedure

1. Apply for No Demand Certificate.
2. Customer will bring the Transfer Set to the DHA Multan Reception for transfer appointment.
3. DHA Multan Reception will give the transfer appointment according to SOPs of DHA Multan.
4. Customer will deposit Transfer Documents along with all paid Government charges and Membership fee at DHA Reception before Transfer.
5. DHA Reception will endorse / receive the documents and issue receipt.
6. Both Seller and Purchaser will visit Transfer Officer for transfer on given Transfer date.
7. Customer will bring the receipt and original Computerized National Identity Card on the given date, to collect the Allocation / Intimation / Transfer Letter(s) from Transfer officer, DHA Office.

Hiba Transfer

Property gifted to the blood relatives (Parents to Children, Children to Parents, Husband to Wife, Wife to Husband).

SERVICE	TIMELINE	CHARGES	DELIVERY
Hiba Transfer	After No Demand Certificate Clearance	Depends on the Size and Plot / Building Type.	Transfer Branch

Documents Required

1. Hiba Transfer Documents Set Specimen available at DHA Multan Reception. ([Download Specimen from DHA website](#))
2. Original Allocation / Intimation / Allotment / Transfer Letter(s).
3. Copy of Computerized National Identity Card (CNIC) of both donor and donee and 2 x Witnesses (duly attested by Oath Commissioner).
4. Membership Fee of Donee.
5. Membership form, along with 2 x Passport size photographs (blue background) of donee (duly attested).
6. Transfer Fee according to the size of Plot.
7. Original Sale Deed along with affidavits of donor and donee.
8. 5% Stamp Duty DC value according to the plot size paid by Donee.
9. CGT (Capital Gain Tax) will be paid by Seller, i.e **Filler 1%, Non Filer 2%** according to DC value of plot size.

Procedure

1. Apply for No Demand Certificate.
2. Customer will bring the Transfer Set to the DHA Multan Reception, to obtain Transfer Appointment.
3. Customer will deposit Transfer Documents along with all paid Government charges and membership fee of DHA Reception before transfer.
4. Reception Officer will endorse/receive the documents and issue receipt.
5. Both donor and donee will come for Transfer to Transfer Officer.
6. Donee will bring the receipt and original Computerized National Identity Card on the given date to collect the Allocation / Intimation / Transfer Letter(s) from Transfer Officer.

Legal Heir(s) Transfer

After the death of the owner, property is transferred to the legal heir(s).

SERVICE	TIMELINE	CHARGES	DELIVERY
Legal Heir(s) Transfer	Vary case to case	Depends on size of Plot / Building	Transfer Branch

Documents Required

1. Legal Heir (s) Transfer Documents Set available at DHA Multan Reception. ([Download Specimen from DHA website](#))
2. Original Allocation / Intimation / Allotment / Transfer letter (s).
3. Declaratory decree in respect of Legal Heir(s) issued by the Civil Judge having competent Jurisdiction.
4. Death Certificate (duly attested).
5. Copies of the Computerized National Identity Card / B Form of all Legal Heir (s) (duly attested).
6. 2 x Passport Size photographs of each Legal Heir (duly attested by Gazetted Officer).
7. Advertisement regarding death of the owner/member with photograph in 2 x National Newspapers i.e. Urdu & English (Download Specimen).
8. Membership Form of Legal Heir(s).
9. Membership Fee and Transfer Fee Vouchers.

Procedure

1. Deposit the documents to DHA Reception after filling in the required information.
2. DHA Reception will issue the receipt against the documents.
3. Legal Branch will issue a confirmation letter.
4. All the nominated legal heir's will come on given transfer date for Legal Heir Transfer.
5. After receiving the confirmation letter, Legal Heir(s) along with their original Computerized National Identity Card will visit Transfer Officer to collect the Allocation / Intimation / Transfer Letter.
6. In case any one of the Legal Heir is abroad, he/she can not authorize any other Legal Heir to receive the letter on his / her behalf. Authority Letter will not be accepted in DHA Multan. Legal Heirs will collect their original transfer allocation letter themselves.

Foreign Transfer (Seller Abroad)

If the Seller is abroad and can not appear for transfer.

SERVICE	TIMELINE	CHARGES	DELIVERY
Foreign Transfer	On completion of requirements / documentation	Depends on the Size and Plot / Building Type.	Transfer Branch

Procedure / Documents Required

1. Complete Transfer Document Set along with No Demand Certificate Request Form and Site Plan (if required). ([Download Specimen from DHA website](#))
2. In case of Foreign Transfer (seller abroad) transfer papers are sent to the owner by the authority holder. Seller signs the transfer papers in Pakistan Embassy and returns the transfers papers to authority holder. Upon receipt of papers, authority holder submits the transfer papers at DHA Multan. DHA office sends the transfer papers to concerned Embassy for verification and meantime seeks the confirmation from seller. After receiving the Embassy and seller confirmation, transfer is executed.
3. **Power of Attorney.** Important check points to judge the authority of a General Power of Attorney executed abroad area:-
 - a. Overseas plot owner will appear in person in the concerned embassy or consulate along with:-
 - (1) General Power of Attorney deed.
 - (2) His original NICOP.
 - (3) Two Pakistani witness with their NICOPs.
 - b. Plot owner and the two witnesses shall sign the General Power of Attorney in embassy / consulate before the concerned officer who will authenticate this execution by this seal and signatures.
 - c. On receipt of General Power of Attorney, the Attorney will get it verified from office of foreign affairs in Pakistan.
 - d. The General Power of Attorney shall be registered in the office of concerned Registrar.
 - e. General Power of Attorney executed in Pakistan:-
 - (1) Overseas plot owner can also execute GPA in Pakistan in favour of Attorney whenever he is in Pakistan. It will be a registered deed and its certified copy shall be produced in DHA at the time of transfer / sale.
 - f. Procedure in DHA are:-

- (1) The Attorney shall appear in person in DHA along with his CNIC and certified copy of GPA to further alienate the plot.
 - (2) Concerned DHA authorities will check all the above mentioned parameters minutely.
 - (3) Opinion of Legal branch may be an additional safety measure.
 - (4) Ownership should be changed if all the requirements are duly fulfilled.
4. For new allottee the procedure will be the same as mention in para 2 above. However, biometrics will be done at DHA Multan on visit to Pakistan before sale of the plot / file.

Foreign Transfer (Purchaser Abroad)

If the Purchaser is abroad and can not appear for transfer.

SERVICE	TIMELINE	CHARGES	DELIVERY
Foreign Transfer	On completion of requirements / documentation	Depends on the Size and Plot / Building Type.	Transfer Branch

Documents Required

1. **Foreign Transfer (Purchaser Abroad)**. For those overseas Pakistani nationals and personnels on visit abroad who desire to buy property in DHA Multan can do so while being abroad. Following documents are required:-
 - a. Attested copy of purchaser's CNIC/NICOP/POC.
 - b. Attested copy of Passport and visa with exit and entry stamps.
 - c. 2 x attested passport size photographs.
 - d. Undertaking on Rs. 100/- Stamp Paper by the purchaser's representative in Pakistan. ([Download Specimen from DHA website](#))

Procedure

As per Regular Transfer.

Out Station Transfer

If owner is unable to appear at DHA Multan for transfer due to Illness / Disability.

SERVICE	TIMELINE	CHARGES	DELIVERY
Out Station Transfer	On completion of requirements.	Rs. 12000/-	Transfer Branch

Documents Required

1. Application from the Seller / purchaser for Outstation Transfer along with Medical Certificate.
2. All Documents required in types of Transfer i.e Regular Transfer, Hiba Transfer, Legal Heir's & Allocation Letter receiving.

Procedure

1. The Owner will submit an application requesting for Outstation Transfer along with Medical Officer / Doctor's Certificate clearly mentioning the medical reason for inability to travel and VVIPs. Out Station fee challan for Rs. 12000/- will be paid by the applicant.
2. After approval by the Competent Authority, the Seller / purchaser will adopt procedure mentioned in Transfers.
3. Transfer will be executed at the station as requested
4. Transfer formalities will be carried out in DHA Office.

Issuance of Allotment Letter

SERVICE	TIMELINE	CHARGES	DELIVERY
Issuance of Allotment Letter	Vary case to case	Nil	Transfer Branch

Documents Required

1. Application to DHA Secretary or Director Transfer & Record for the issuance of Allotment Letter.
2. Original Intimation / Allocation letter(s).
3. Allotment, Intimation letter(s).
4. DHA Membership Form.
5. DHA Membership Fee.
6. Clearance of outstanding dues (If any).
7. Copy of Computerized National Identity Card.
8. 2 x Passport size photographs.

Procedure

1. Customer submit / deposit the required documents to the DHA Multan / Reception at DHA Office.
2. If the documents are complete, the Reception Officer after endorsing will give a receipt to the customer.
3. Customer will receive the allotment letter at the given date.

Issuance of Duplicate Allocation /Intimation /Allotment/Transfer Letter(s)

SERVICE	TIMELINE	CHARGES	DELIVERY
Duplicate Allocation /Intimation /Allotment/Transfer Letter(s)	-	Later	Transfer Branch

Documents Required

1. Affidavit duly attested by Oath Commissioner. ([Download Specimen from DHA website](#))
2. Copy of Computerized National Identity Card (Duly attested).
3. First Information Report Regarding Loss of Allotment / Transfer letter (in original).
4. Advertisement in two news papers (English & Urdu). The advertisement should be in two columns. ([Download Specimen from DHA website](#))
5. Application to Project Secretary DHA Multan for requesting for issuance of Duplicate Letter.
6. Paid Voucher of Duplicate Issue Charges for Rs. 10500/-.
7. 2 x Passport size photographs (blue background) (duly attested).
8. Registration Form is available for Rs. 350/- at DHA Reception.
9. Photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retired Junior Commissioned Officers/Non Commissioned Officers and Next Of Kins of Shaheed / Deceased (duly attested by District Arms Services Board).

Procedure

1. Customer deposit the required documents to the Reception DHA office.
2. If the documents are complete in all respect, the Reception Officer will give a receipt to the customer.
3. Customer will receive the Duplicate Allocation / Intimation / Allotment / Transfer Letter(s) at the given date.

Change of Name

SERVICE	TIMELINE	CHARGES	DELIVERY
Change of Name	-	Later	Transfer Branch

Documents Required

1. Application to Director Transfer & Record for the change of name. ([Download Specimen from DHA website](#))
2. Copy of old and new Computerized National Identity Card.
3. Declaratory Decree (if complete name changed).
4. Affidavit for the change of name.
5. Copy of Husband / Father Computerized National Identity Card.
6. Copy of Nikkahnama / Divorce Certificate.
7. Advertisement in 2 x National Newspapers (English & Urdu).
8. Copy of Allocation / Intimation / Allotment / Transfer Letter(s).
9. In case of Armed Forces Personnel, verification from CORO GHQ.

Procedure

1. Customer will deposit the required documents to DHA Multan / Reception at DHA office.
2. If the documents are complete, the Reception Officer will give receipt to the customer.
3. Documents will be sent to the DHA Multan / Reception for processing.
4. Original Allocation / Intimation / Allotment / Transfer Letter(s) will be brought at the given date for Correction of name.

Duplicate Ballot Information Letter

Concerned member will apply in writing along with following documents:-

1. Written request to Director (Transfer & Record Branch) DHA Multan.
2. Member will submit an undertaking on Rs 100.00 Stamp Paper to take the responsibility of missing / lost of "Ballot Information Letter" duly attested by Oath Commissioner ([Download Specimen from DHA website](#))
3. Photocopy of CNIC of the member.