

After receiving of files in Head Office all types of transfers are done, applicants request for selling/purchasing of Villa/Plot is entertained.

Types of Transfers

Members Living Abroad

Members / individuals living abroad and desiring to transfer/sell/purchase a plot may adopt following procedure for carrying out sale/purchase of plot:-

- The member who intends to sell/purchase a plot, will prepare a General Power of Attorney, authorizing a person to carryout the act on his/her behalf for purchase/sale of the plot.
- The GPA will then be attested by the Embassy/High Commission of the country where the individual is residing.
- The GPA will then be attested by Foreign Office in Pakistan.
- The same GPA will then be produced before Registrar by the authorized GPA holder for registry.
- The registered GPA in original will then be submitted to DHA Islamabad with photo copy of original allotment letter and copy of NIC of both authorizing GPA and GPA holder.
- DHA Islamabad will then send photocopy of GPA to the concerned Embassy/High Commission for verification/confirmation.
- On receipt of confirmation from Embassy/High Commission the documents will be put up to DHA Management for approval.
- On approval by Management DHA, the GPA holder will be informed to produce original documents and complete transfer formalities.
- For purchase of plot, GPA verification is not required for **Pakistani nationals living abroad**.

Member suffering from disability

A member suffering from physical disability who is desirous to transfer/sell his plot shall make request for the transfer /sale of its plot to DHA Islamabad. After approval by competent authority, transfer team will visit the residence of member to complete transfer.

Transfer of the plot on General Power Attorney (GPA check list)

Following documents are essentially required for transfer of plot in the presence of GPA holder:-

- Transfer application form.
- Approval by competent authority of Management DHA for transfer of plot on GPA.
- Original allotment letter.

- No Demand Certificate (NDC)
- Transfer Affidavit by the original allottee/owner/GPA holder (including 2 x photo copies duly attested by Oath Commissioner).
- An undertaking by the purchaser for additional charges, dues/taxes on judicial stamp paper of Rs.20/- duly attested by Oath Commissioner.
- Application form for member membership of the transferee/purchaser along with two passport size photographs.
- Photocopy of NIC of the executer of GPA(seller)/ GPA holder/purchaser.
- Photocopy of NIC of two witnesses (witnesses of sales agreement).
- Original copy of statement of dues received from account office of DHA.
- Agreement to sell a plot on judicial stamp paper of Rs. 100/- duly attested by Notary Public / Oath Commissioner.

Transfer of plot in name of legal heir / widow (check list)

Following documents are essentially required for transfer of plot in the presence of legal heir/widow:-

- Transfer application form.
- Original allotment letter.
- No Demand Certificate (NDC).
- Transfer Affidavit by for surrendering of rights, by each legal heir/widow to one legal heir /widow (including two photo copies duly attested by Oath Commissioner on judicial stamp paper of Rs. 20/-).
- An undertaking by legal heir/widow, in whose name the plot is being transferred, for additional charges and taxes on judicial stamp paper of Rs. 20/- duly attested by Oath Commissioner.
- Application form for membership by legal heir/widow of deceased along with two passport size photographs.
- Application form for member membership of the transferee/purchaser along with two passport size photographs. Original copy of statement of dues paid from account office of DHA.
- Succession certificate from the court or varasat nama from Tehsildar (showing the legal heirs including parents).
- Guardianship certificate (in case of minor children).
- Death certificate of deceased duly attested.
- Photocopies of NIC of all legal heirs/widow.

Transfer of plot by the means of gift / hiba (check list)

Following documents are essentially required for transfer of plot in the presence of donor/Donee:-

- Transfer application form.
- Original allotment letter.
- No Demand Certificate (NDC)

- Transfer Affidavit by donor (including two photo copies duly attested by Oath Commissioner on judicial stamp paper of Rs. 100/-).
- Affidavit by Donee for acceptance of gift on judicial stamp paper of R2. 20/-.
- An undertaking related to payment of development charges and taxes is required to be given by the purchaser on judicial stamp paper, which shall be duly attested by Oath Commissioner.
- Application form for membership of donee along with two passport size photographs.
- Photocopy of NIC of donor and donee.
- Photocopy of NIC of two witnesses (witnesses signing transfer affidavit).
- Original copy of statement of dues paid from account office of DHA.

Transfer Procedures / Formalities

DAY 1 (DEPOSIT OF DUES)

Seller or his authorized representative or registered property dealer (holding authority letter by the seller) submits request for issue of statement of dues (against plot) NDC (No Objection Certificate) on prescribed forms (duly signed by the seller) in account branch along with the attested photocopy of original allotment / allocation letter and NIC's of both seller and purchaser.

DAY 2 (Procedure to obtain No Demand Certificate)

Account branch prepares statement of dues which is intimated the next day (within 24 hours). All outstanding dues including surcharge (if any) have to be cleared. After payment of the dues, receipt issued by the bank along with two CVT (Capital Value Tax) forms is deposited in the account branch. CVT is paid by the purchaser against a **residential plot of 500 sq yd or commercial plot** of any size at the following rates:

- 2% of the total sale consideration or Rs. 50 per sq yd (whichever is greater).
- CVT is exempted on transfer of plot through GIFT or HIBBA to first degree relative (such as parents, grand parents, spouse, siblings, children & grand children).
- Deposit of CVT in State Bank or National Bank etc, is a mandatory step in completion of transfer procedure. After clearance of the dues NDC will be issued within 48 hours.

DAY 3 (Transfer Documents Check List)

After collection of NDC from account branch, following transfer documents are prepared and submitted in Legal Dept by the seller or his authorized representatives:

- Prescribed application form addressed to Administrator DHA Islamabad (signed by the seller) requesting transfer of plot mentioning name address of the purchaser along with particulars of two witnesses.

- Original allotment/ allocation letter is required to be furnished for cancellation.
- Attested photocopies of NIC's of both seller purchaser.
- Application for membership (membership form) to be filled by the purchaser with two passport size photographs (colored).
- Affidavit by the seller (on Rs. 20 judicial stamp paper) with 2 x photocopies duly attested by the Oath Commissioner.
- Undertaking by the purchaser related to payment of development charges and taxes (on Rs. 20 judicial stamp paper duly attested by Oath Commissioner).
- Sale agreement (on Rs. 100 judicial stamp paper) indicating total amount paid as the cost of the plot + signature and complete addresses of two witnesses attested photocopies of NIC's of witnesses are also to be attached.
- Original request for issue of No Demand Certificate (NDC).
- Original copy of statement of dues(issued by account branch).
- Payment receipt of the dues issued by the bank.
- Attested photocopy of NIC of NOK (Next of Kin of purchaser).

Deposit of documents to 'LEGAL' Dte

Legal Dte after proper scrutiny of the documents high lights the general observation on document checklist attached with the transfer documents. Errors, short comings will be pointed out to the depositor of the documents. It is responsibility of seller or its authorized representative to remove mistakes/objections or observations in pointed out by Legal Dte and submit error free transfer documents completed in all respects to the transfer officer. Legal Dte (if satisfied with the transfer documents) will allot transfer time and number to the cases on **“first come first served”** basis.

Day 4 (Transfer documents Check List)

Both seller and purchaser with their property dealer will report in transfer office at the given time punctuality of time must be observed to avoid any inconvenience and embarrassment.

Receipt of Allotment Letter

Allotment letter is normally issued after 20 days where as urgent allotment within 24 hours will be issued after payment of Rs. 10,000.00/- where as Rs. 5000/- will be charged for issuance of allotment letter in 3 working days (within 72 hours).

URGENTALLOTMENTLETTER

Urgent allotment within 24 hours will be issued after payment of Rs. 10,000.00/- where as Rs. 5000/- will be charged for issuance of allotment letter in 3 working days (within 72 hours).

ISSUANCE OF ALLOTMENT LETTER ON AUTHORITY LETTER

Owner of the plot will come personally to collect his allotment letter on the given date. However if he/she authorizes someone else to collect allotment letter on his/her behalf, an authority letter on Rs. 100 judicial stamp paper attested by the Oath Commissioner with two witnesses will be signed by the owner of the plot along with his thumb impression. Three specimen signatures of the authority letter holder must be there on the stamp paper. Allotment letter on authority letter will be issued after deposit of Rs. 5000 as the required fee. Owner of the plot will come personally to collect his allotment letter on the given date. However if he/she authorizes someone else to collect allotment letter on his/her behalf, an authority letter on Rs. 100 judicial stamp paper attested by the Oath Commissioner with two witnesses will be signed by the owner of the plot along with his thumb impression. Three specimen signatures of the authority letter holder must be there on the stamp paper. Allotment letter on authority letter will be issued after deposit of Rs. 5000 as the required fee.

After receiving of Allotment applicant can apply for possession.

Issue of Site Plan/Possession

Following steps shall be undertaken in this regard

a. Member has to deposit the following fee (subject to revision from time-to-time) on account of site plan/possession of plots

1. For original allottees	
a) Site plan fee	Rs. 1500/-
b) Demarcration/possession fee	Rs. 1000/-
c) Documents	Rs. 300/-
d) Masjid Fund	Rs. 2000/-
e) Copy of Bye Laws	Rs. 100/-
Total	Rs. 4900/-

2. For Transfer Case	
a) Demarcation / possession fee	Rs.1000/-
b) Site plan fee	Rs.1500/-
c) Documents	Rs.300/-
d) Copy of Bye laws	Rs.100/-
Total	Rs.2900/-

3. For Revision of Site Plan/Duplicate Copy

a) Revision of Site Plan	Rs. 1500/-
b) Duplicate copy of Site Plan	Rs. 200/-

b. Member will submit the following with Customer Services:

1. Application for issue of Site Plan.
2. Deposit slip for site plan/possession from Bank Alfallah/ Askari commercial Bank or Pay Order/Demand Draft of any Bank.
3. Copy of National Identity Card.
4. Copy of Allotment Letter.
5. Two Possession forms, available with Customer Service DHA.

c. Staff at Customer Service will check/verify/receive the documents and will also handover the Collection Receipt to the member indicating the collection date(After 15 days).

d. Member will collect Site Plan/Possession from service Window TP DTE on due date.

e. A copy of collection receipt will be attached with the application/documents for further action by TP & Boulevard Corner Directorate.

f. Site plan/Possession form will be issued by Town Planning & Building Control Directorate only to the owner/ Legal Attorney (Copy available with DD(TP)) on production of the original national identity card and other documents.

g. Site Plan will be Valid for 3 Months only.

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