

DOCUMENTS REQUIRED FOR TRANSFER

1. **NO DEMAND CERTIFICATE (NDC).**
2. Forwarding letter giving the details of the plot/ house, name of purchaser and documents under sellers three Signatures.
3. Original Allotment/ Intimation/ Allocation/ Transfer letter so that new letter is issued in the name of transferee.
4. Affidavit Undertaking by Seller dully attested by Oath Commissioner.
5. Undertaking by the purchaser dully attested by Oath Commissioner..
6. Photocopies of the National Identity Card of both seller and buyer duly attested by oath commissioner.
7. Registration Fee RS 37000/- of new owner.
8. 2x passport size photographs duly attested by class one officer.
9. Associate Membership form Rs 350/-
10. Transfer Fee according to the Size of plot.
11. Capital Gain Tax (CGT) 236-C.
12. Advance Tax (236-K).
13. Stamp Duty Tax.

REGULAR TRANSFER

From. Mr/ Mrs/ Miss _____
S/D/W of _____
CNIC No _____

To: Director Transfer & Record
Defence Housing Authority
Bahawalpur.

Subject: **Transfer of RefNo. _____, PlotNo. _____, Sector _____, Phase _____, DHA Bahawalpur.**

Sir,

1. I have sold my Plot Ref No _____ Plot No _____, Sector _____, measuring _____ Phase _____ to Mr/ Mrs/ Miss _____ S/D/W of _____ having CNIC No. _____
2. I have executed necessary transfer papers, which are appended herewith for your necessary action and record please.
3. Following documents are attached.
 - a. Original Allotment/ Transfer/ Intimation letter.
 - b. Undertaking by the purchaser.
 - c. No demand certificate.
 - d. Transfer affidavit duly attested by the Oath Commissioner.
 - e. Photocopy of the NIC of both, Seller and Purchaser.
 - f. Associate/ regular membership form of the purchaser.
4. Kindly transfer the above said plot in favor of the above said purchaser.

Yours Sincerely,

Seller Signature
(Thumb Print)

Seller Signature
(Thumb Print)

Seller Signature
(Thumb Print)

AFFIDAVIT UNDERTAKING BY THE SELLER

I, _____ having CNIC No. _____ Son / Daughter/
Wife of _____ Muslim, Adult, R/O _____
in possession of my full faculties and senses and of my free will and without any coercion or
duress, do hereby solemnly affirm and declare as under:-

1. That I am bonafied member of DHA Bahawalpur vide Plot Reference No. _____
dated _____, Plot No. _____, Sector _____, Phase _____ and
I was allotted/ transferred a plot of land bearing DHA Bahawalpur.
2. That by virtue of the provisions of bye law No. 17 of the Authority, I hereby return the
original allotment letter Refno. _____ dated _____ for cancellation which of my
name, total sale price of the said plot has been received by me from purchaser.
3. That having relinquished the said plot to the Defence Housing Authority for further
allotment to Mr/ Mrs/ Miss _____ S/ D/ W
of _____ having CNIC No _____ and the possession
of the plot be handed over to the said Purchaser conferring exclusive ownership rights and
possession of the plot upon the above said Transferee/ Purchaser.
4. That I affirm and declare that the name of Mr/Mrs/Miss _____
should be entered in the records of the DHA Bahawalpur, as the owner of the aforesaid
property.
5. That I solemnly declare that I have no right, title or interest the said property and Mr/
Mrs / Miss _____ is the exclusive owner of the same since _____.
6. I do hereby undertake to pay Capital Gain Tax (CGT) as and when notified by FBR/
Federal Govt.
7. That the Deponent has paid the Tax under section 236 (C) income Tax Ordinance @ 2/
1% of the total sale consideration and also undertake to pay any additional amount as
demanded by Govt
8. I am bound to make the payment of all Taxes whatever is imposed by the Govt. of
Punjab/ Pakistan and Cantonment Board
9. That I further affirm and declare that neither I have entered into an agreement for the
sale of plot in question with any other person except the above said purchaser nor any suits
presently pending in any court of competent jurisdiction and no stay order is operative against
the said plot furthermore said plot is free from all encumbrances. In the event the above
statement is found to be false, incorrect or untrue, the deponent shall pay the entire sale
consideration with profit etc. to the purchaser.
10. That whatever is stated above is true to the best of my knowledge, information, belief and
nothing has been concealed therein.

DEPONENT

Verification

Verified on Oath at Bahawalpur, this _____ day of _____ that the content of
above affidavit are true and correct to the best of my knowledge, information and belief, and that
nothing has been concealed therein.

DEPONENT

I/ We Mr, Mrs, Miss _____

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

Reference No. _____ Owner of Plot No. _____ Sector _____ Phase _____

Measuring _____ Whose signatures are given below has executed and signed the documents for transfer of allotment of said Plot in favour of Mr/ Mrs/ Miss _____

_____ S/D/W of _____ CNIC No _____

On Dated _____

Seller

Identification

Purchaser

UNDERTAKING BY THE PURCHASER

I, _____ S/D/W of _____ R/O _____
_____ holding CNIC No _____

do hereby solemnly affirm and declare as under:-

1. That I have purchased Ref No _____, Plot No _____ in Sector _____ Phase _____ measuring _____ situated in Defence Housing Authority, Bahawalpur, which has been transferred in my name.
2. Certified that I am agreed to pay the variation in development charges, and plot size on demand.
3. I will not make any addition/ alteration in the building so purchased without prior approval from the Engineering Branch of the Authority. In case any change/shifting of electric poles, telephone poles and manhole etc are necessitated as per my requirement. It will be done at my risk and cost if feasible.
4. I shall not convert the property to different use(s) or purposes(s) other than that provided or permitted under the regulations.
5. I will ensure that Plot/house Tax/Other dues to the Cantt Board, Bahawalpur, have been paid. I shall not default or fail in payment of taxes and other dues of Central/ Provincial Government
6. I undertake to pay for any variation in plot area.
7. I hereby undertake to abide by all rules, regulations/bye Laws of the DHA Bahawalpur.
8. I shall not damage the interest of the Authority and my act or mission shall not be detrimental to the aims and objectives as well as the reputation of the Authority.
9. I shall obey the decision made or instruction issued by the authority.
10. I shall not involve in violation of Authority's Rules or regulations.
11. I shall not involve in frivolous litigations with the authority.
12. I shall not misuse dwelling or habitually act in an ungrateful manner or the manner which may cause serious nuisance to my neighbors.
13. That I am bound to make the payment of development charges as per schedule issued by DHA and any other variation in transfer charges.
14. **I am bound to make the payment of all Taxed Stamp duty whatever is imposed by the Govt. of Punjab/Pakistan, and enhanced FBR/Adv Tax on behalf of seller as well, Subject to the implications and enforcement of Fin Act 2020.**
15. I also take responsibility to get the sale deed executed in my name, if it would be applicable.
16. That whatever is stated above is true to best of my own knowledge and belief.
17. My three specimens signatures and thumb prints are as under:-

Signatures: _____

VERIFICATION:-

Verified on Oath at Bahawalpur, this _____ day of _____, that the contents of the above affidavit are correct and true to the best of my knowledge, information, belief and nothing has been concealed therein.

(DEPONENT)