

DOCUMENTS REQUIRED FOR TRANSFER

1. **NO DEMAND CERTIFICATE (NDC)** with transfer request.
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. Undertaking by the purchaser for on behalf transfer dully attested by Oath Commissioner.
5. Affidavit Undertaking by Seller dully attested by Oath Commissioner.
6. Undertaking by the purchaser dully attested by Oath Commissioner.
7. Photocopies of the National Identity Card of both seller and buyer duly attested by oath commissioner.
8. Registration Fee RS 40000/- of new owner.
9. 2x passport size photographs duly attested by class one officer.
10. Associate Membership form Rs 350/-
11. Transfer Fee according to the Size of plot.
12. FBR 236-C.
13. FBR 236-K.
14. Stamp Duty Tax.

ON BEHALF TRANSFER

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

To: Director Transfer & Record
Defence Housing Authority
Bahawalpur.

Subject: **Transfer of Ref No. _____, Plot/ House No. _____, Sector _____, Phase _____, DHA Bahawalpur.**

Sir,

1. I have sold my Plot Ref No _____ Plot/ House 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 CNIC of both, Seller and Purchaser.
 - f. Associate/ regular membership form of the purchaser.
4. Kindly transfer the above said plot/ House in favor of the above said purchaser.

Yours Sincerely,

Seller Signature
(Thumb Impression)

Seller Signature
(Thumb Impression)

Seller Signature
(Thumb Impression)

ON BEHALF TRANSFER

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/ House Reference No. _____ dated _____, Plot/ House 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 Ref no. _____ dated _____ for cancellation which of my name, total sale price of the said plot/ House has been received by me from purchaser.
3. That having relinquished the said plot/ House 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/ House be handed over to the said Purchaser conferring exclusive ownership rights and possession of the plot/ House 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/ 4% 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/ House in question with any other person except the above said purchaser nor any suit is presently pending in any court of competent jurisdiction and no stay order is operative against the said plot/ House furthermore said plot/ House 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 City _____, 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/ House 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/O _____ R/O _____
CNIC No _____ do hereby solemnly affirm and declare as under:-

1. That I have purchased Ref No _____, Plot/ House 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/House 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/ House 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 Tax on behalf of seller as well, Subject to the implications and enforcement of Fin Act.**
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 specimen's signatures and thumb prints are as under:-

Signatures: _____

VERIFICATION:-

Verified on Oath at City _____, 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)

AFFIDAVIT

UNDERTAKING BY PURCHASER (ON BEHALF)

I, Mr /Mrs /Miss _____ S/O,W/O,D/O_____ having CNIC No _____ on behalf of Mr/ Mrs/ Miss _____ S/O,W/O,D/O _____ holding CNIC No _____ hereby solemnly affirm and declare as under:-

1. That Mr / Mrs / Miss _____ has purchased the plot/ House Ref No _____ Plot/ House _____ Sector _____ Phase _____ Measuring _____ in DHA Bahawalpur from Mr/ Mrs/ Miss _____ holding CNIC No _____.
2. I undertake that the original purchaser of above mentioned plot/ House is presently not in City/Country, so he cannot sign the transfer papers regarding the above mentioned plot/ House in DHAB office.
3. I assure and undertake that Mr / Mrs / Miss _____ will sign all the necessary documents about transfer of said property in DHA Office whenever he comes back to City/Country.
4. I further undertaken that both seller and purchaser are themselves responsible for the sale price of the said property and will not claim DHA in case of any dispute (if arises) between seller and purchaser.
5. On behalf of Mr/ Miss/ Mrs _____ I am bound to make the payment of all enhanced Taxes, Stamp Duty and whatever is imposed by the Govt of Punjab/ Pakistan and enhanced FBR Tax on behalf of Seller as well, subject to the implications and enforcement of Fin Act, till the actual purchaser personally appears for transfer of plot/ House.
6. That I am bound to make the payment of development charges as per schedule issued by DHA and any other variation in transfer charges.
7. That whatsoever is stated above is true to the best of my knowledge and belief.
8. Practically the plot has been delegated in the name in the name of purchaser, in case of death of purchaser/ attorney the normal Legal Heir transfer procedure will be followed.

Deponent

Verification

Verified on Oath at City _____. This _____ day of _____ that the contents of the affidavit are correct and true to the best of my knowledge and belief.

Deponent