

DOCUMENTS TO BE PREPARED BY SELLER
(After Approval of NDC)

1. Forwarding/ Initiation letter.
2. Original Allotment / Transfer/ Information/ Allocation letter.
3. Original CNIC alongwith required attested photocopies of Seller& Buyer.
4. Biometric and picture of Seller& Registered Property Dealer/ rep of Registered Property Dealer.
5. Gen Affidavit Undertaking (Seller)
6. FBR 236-C

DOCUMENTS TO BE PREPARED BY BUYER

1. Paid Challan of E-Stamp alongwith E-Stamp papers.
2. Associate Membership Form alongwith 2x attested photographs (blue background).
3. Original CNIC alongwith required attested photocopies of Buyer & Seller.
4. CNIC Copy of Next of Kin.
5. Biometric and picture of Buyer & Registered Property Dealer/ rep of Registered Property Dealer.
6. Gen Affidavit (Buyer).
7. 1x Undertaking by Purchaser.
8. FBR 236-K

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

To: Director Transfer & Record
Defence Housing Authority
Bahawalpur.

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

Sir,

1. I have sold my Plot/ House vide 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 CNIC 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 Impression)

Seller Signature
(Thumb Impression)

Seller Signature
(Thumb Impression)

ONLINE TRANSFER

AFFIDAVIT - 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 Transfer/ 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 suits presently pending in any court of competent jurisdiction and no stay order is operative against the said plot 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
(Seller)**



ONLINE TRANSFER

AFFIDAVIT-BUYER

I, _____ having CNIC No. _____ Son / Daughter/ Wife of _____ Muslim, Adult, Resident of _____ 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 the Defence Housing Authority, Bahawalpur transferred the said plot/ House further to my name Mr / Mrs / Miss _____ son / daughter / wife of _____ having CNIC No _____ having Reference No _____, Plot No. _____, Sector _____, Phase _____ conferring exclusive ownership rights and possession of the plot.
2. I _____ Son/ Daughter/ Wife of _____ do hereby undertake to abide by all rules, regulations/ bye Laws of the Defence Housing Authority Bahawalpur.
3. That I further affirm and declare that neither I have outstanding payment with said owner of the plot/ House according to an agreement. In the event the above statement is found to be false, incorrect or untrue, the deponent shall be responsible.
4. That whatever is stated above is true to the best of my own knowledge and belief.

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

ATTESTED

Oath commissioner
(City Name)

I/ We Mr, Mrs, Miss _____

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

have purchased a Property Reference No. _____ Plot/

House No _____

Sector _____ Phase _____

From Mr, Mrs, Miss _____

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

CNIC No. _____.

On Dated _____

Buyer

**Identification
(Buyer)**

UNDERTAKING BY THE PURCHASER

I, _____ S/DW of _____ R/O _____
_____ holding 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, other Govt office 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 Tax 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)

ONLINE TRANSFER

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

To: Director Transfer & Record
Defence Housing Authority
Bahawalpur.

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

Sir,

1. I have sold my Plot/ House 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.
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 - 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 in favor of the above said purchaser.

Yours Sincerely,

Buyer Signature
(Thumb Impression)

Buyer Signature
(Thumb Impression)

Buyer Signature
(Thumb Impression)