

OPEN TRANSFER
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 (for both seller & buyer).
6. FBR236-C.

DOCUMENTS TO BE PREPARED BY DEALER

1. Undertaking by dealer.
2. 1x attested fresh photograph
3. 2x attested Photocopy of valid CNIC
4. Sale Deed Agreement of Rs 1200/- on stamp paper in original.

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. 1x Undertaking by Purchaser.
7. FBR 236-K.

OPEN 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 No. _____, 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. _____ through registered dealer Mr _____ S,D,W/O
_____ CNIC _____ R/O _____
Registration Number _____ Business name _____

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 Dealer.**
- c. No demand certificate.
- d. Transfer/ Gen affidavit duly attested by the Oath Commissioner.
- e. Photocopy of the CNIC.

4. **Kindly transfer the above said plot to the purchaser as an open transfer through the registered dealer mentioned above**

Yours Sincerely,

Seller Signature
(Thumb Impression)

Seller Signature
(Thumb Impression)

Seller Signature
(Thumb Impression)

OPEN 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 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 Ref no. _____ 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 _____ as an open transfer through a registered dealer Mr _____ Son / Daughter/ Wife of _____ having CNIC _____ R/O _____
Business Name _____ Registration Number _____ 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 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.**
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. **I will not initiate any litigation process or court case in any court of law or in any other department against the dealer or purchaser for this open transfer or any prior agreement.**
10. 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 through above said dealer** nor any suit is 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 above mentioned purchaser or dealer.
11. 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 the 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 _____ S/D/W

of _____ CNIC No _____ Through Registered Dealer

Mr _____ S,W,D/O _____ CNIC _____

Business Name _____ Registration Number _____

On Dated _____

Seller

Dealer

Purchaser

OPEN TRANSFER

UNDERTAKING BY THE DEALER

I, _____ S/D/W of _____ R/O _____
_____ holding CNIC No _____
Registration number _____ Business Name _____

do hereby solemnly affirm and declare as under:-

1. That I am a registered dealer of DHA Bahawalpur.
2. I solemnly affirm on oath and undertake the responsibility that only quoted or agreed price i.e (1% each) has been obtained from buyer / seller and that I will not initiate litigation process against the seller for any prior agreement..
3. I shall be 100% responsible for any type of loss in this open transfer.
4. I am bound to arrange the purchaser for said plot within 90 days from the clearance of NDC.
5. In case, if I failed to arrange any purchaser, I will pay every penalty imposed by DHA Bahawalpur and also be bound to transfer the said Plot/ Villa on my name within a week time.
6. **I am bound to make the payment of all Taxes Stamp duty whatever is imposed by the Govt. of Punjab/Pakistan, and enhanced FBR Tax on behalf of seller and buyer if they did not submit to DHA Bahawalpur subject to the implications and enforcement of Fin Act.**
7. I shall obey the decision made or instruction issued by the DHAB authority on this open transfer.
8. I shall not involve in violation of DHAB's Rules or regulations.
9. I shall not involve in frivolous litigations with the DHAB authority.
10. That whatever is stated above is true to best of my own knowledge and belief.
11. I solemnly affirm on oath that I will sell this plot/file reference no _____ plot no _____ sector _____ phase _____ of DHA Bwp to only 1x purchaser. I shall remain responsible for any litigation for the period of 90 days even if the litigation is initiated any time after the prescribed period of 90 days.

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)

OPEN TRANSFER

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, **through a registered dealer Mr _____ Son / Daughter/ Wife of _____ having CNIC _____ Address _____ Business Name _____ Registration Number _____** which has been transferred in my name through an open transfer.
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 Tax on behalf of seller as well, Subject to the implications and enforcement of Fin Act 20_____.**
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 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)