

<input type="checkbox"/> <b>Direct</b> <input type="checkbox"/> <b>Through Dealer (Stamp)</b> <b>Contact:</b> _____
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Date: \_\_\_\_\_

From: \_\_\_\_\_

Mr./Mrs./Ms.: \_\_\_\_\_

S/O, D/O, W/O: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Plot  House/Building

Under Construction  Allocation File

**Type of Transfer:**

Regular  Hiba (Father / Mother / Wife / Son / Daughter)

**Foreign Transfer:**

Purchaser Abroad  Seller Abroad

Transfer on Court Orders

To,  
Secretary  
DHA Lahore.

Subject: **Request for NDC**

I / We have decided to transfer above Plot/Property No. \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_ Membership No. \_\_\_\_\_. I/We am/are bound to pay all dues including transfer fee against the plot/property. It is therefore requested that NDC may please be prepared.

**Note: I/We have read the instructions overleaf and deposited the documents as required.**

Yours Sincerely,

\_\_\_\_\_  
Seller / Donor

**FOR DHA USE ONLY**

Director BC	
Legal Advisor (Transfer)	
AD Transfer	
DD Transfer	
Finance Branch	
Land Branch	
Legal Branch	

**Director Transfer & Record (DT&R)**

**PTO**  
Details Overleaf

## DOCUMENTS REQUIRED

1. 1 x Photocopy of CNIC
2. 1 x Photocopy of Allocation / Intimation / Allotment / Transfer Letters
3. 1 x Photocopy of Site Plan for the plots (if possession is open), If not held will be applied for along with NDC.
4. 1 x Photocopy of Completion Certificate (in case of Completed House / Building)
5. TIP Paid receipt and clearance certificate from Walton / Lahore Cantt Board (In case of constructed property).
6. Property Tax receipt and clearance certificate from Walton / Lahore Cantt Board. **In case of exemption, exemption certificate be attached.**
7. In case of Company / Trust / Firm / Partnership, kindly refer to set of instructions available at Reception / Website.
8. NOC for Armed Forces Personnel in case of service benefit Plots/ Plots allotted out of Defence quota from GHQ AG's Branch (W&R Dte).
9. Attested photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Rtd. JCOs/NCOs and NOKs of Shaheed / Deceased.
10. In case of Hiba transfer, 1 x Photocopy of Family Registration Certificate (FRC) to be attached.

### Note:

1. Original Allocation, Intimation, Allotment, Transfer Letter(s) and original NOC (GHQ) to be surrendered to DHA at the time of transfer.
2. Paid copy of transfer fee and other dues (if any) to be submitted at least two days before transfer.
3. Physical appearance of Minor at the time of transfer of property is not mandatory if Guardian is already appointed from court of Law.

### Validity Period of NDC:

- |                                    |         |   |
|------------------------------------|---------|---|
| • House / Building                 | 30 days | } If the transfer of plot is carried out in the next month of application of NDC, updated dues will be cleared before transfer. |
| • Non Possession / Possession Plot | 90 days |   |