

DOCUMENTS REQUIRED FOR TRANSFER (HIBA)

1. Forwarding letter giving details of the sale / transfer documents.
2. Original Allotment / Transfer Letter for cancellation.
3. Declaration of oral gift on stamp paper worth Rs.50, duly attested by the Oath Commissioner.
4. **NO DEMAND CERTIFICATE** after clearance of all the dues and transfer fee.
5. Undertaking by the Donee regarding variation fee.
6. Photo copies of the National Identity Card of both Donor and Donee duly attested by the Oath Commissioner / Class one officer / regular member.
7. 2 x Passport size photograph of the donee duly attested
8. Registration Fee Rs 22,250/- Form of purchaser.
9. Cost of Registration Form Rs 350/-
10. Original Transfer / Sale deed alongwith affidavits of seller & purchaser regarding surrender of the deed (In case of registered plot).
11. Transfer Fee according to the size of the plot.

From. _____

To: The Secretary
Defence Housing Authority
Lahore Cantt.

Subject: Transfer of Plot No. , Sector , Phase , DHA Lahore Cantt.

Sir,

1. I have sold/gifted my Plot No. _____, Sector _____, Phase _____,
measuring One Kanal, in Phase _____ to _____

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 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 abovesaid plot in favour of the above said purchaser

Yours Sincerely ,

Signature

Signature

Signature

DECLARATION OF ORAL GIFT

(HIBA ZABANI BILA EWAZ FOR LEGAL HEIRS WHO HAVE ATTAINED MAJORITY)

I, _____ having NIC # _____
S/O, W/O, D/O _____
Muslim, Adult, resident of _____ in
possession of my free will and without any coercion or duress, do hereby
solemnly affirm and declare as under:-

1. That I am a bonafide Member of Defence Housing Authority (Ex LCCHS) Lahore Cantt, vide membership No. _____ Dated _____ and was allotted / transferred a plot bearing No. _____ phase _____ measuring _____ Kanal/Marlas or thereabout in the DHA (EX LCCHS) Lahore.
2. That on account of natural love and affection which I bear to my Father/ Mother / Wife / Son / Daughter _____ s/o, d/o, w/o _____ in presence of witnesses (1) Mr. _____ s/o _____ and (2) Mr. _____ S/o _____, I, by Hiba Zabani Bila Ewaz gifted away the above said property to my wife / husband/ son / daughter / father / mother who is now the owner of the above said property.
3. That I have also handed over complete possession of my above mentioned plot to Mr / Mrs / Miss _____ on the same date i.e. _____ along with all relevant documents pertaining to the property / plot.
4. That since then Mr / Miss / Mrs _____ is in exclusive ownership and possession of the property.
5. That I solemnly affirm and declare that the name of Mr / Mrs / Miss _____ should be entered in the records of the Defence Housing Authority Lahore Cantt as the owner of the said property.
6. That I solemnly declare that I have no right, title or interest in the said property and Mr / Mrs / Miss _____ is the exclusive owner since today.
7. I further declare that neither any case is pending in any court against the above mentioned plot / property nor any stay order is operative.
8. That whatever is stated above is true.

Lahore Cantt

Donor _____ Donee _____

Dated _____

Witnesses

1. _____ 2. _____

I Mr, Mrs, Miss _____

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

Membership No. _____ Owner of Plot No. _____

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/O, W/O, D/O _____

On _____

LA/AO Date Owner / Donor

Doner

Donee

Identified by

Note: I undertake that I will submit transfer papers at DHA Reception within 30 days from the date of transfer for issuance of transfer letter in my name, if I failed to do so I would be liable to pay the fine/penalty for late submission as per DHA procedure.

Donee

UNDERTAKING BY THE PURCHASER

1. Certified that I agree to pay the Variation in Development charges and plot size on demand.
2. 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.
3. I shall not convert the property to different use(s) or purposes(s) other than that provided or permitted under the regulations.
4. I will ensure that Plot /House Tax/Other dues due to the Cantt Board Lahore have been paid. I shall not default or fail in payment of taxes and other duties of Central / Provincial Government.
5. I undertake to pay any Variation in plot area.
6. I hereby undertake to abide by all rules, regulations / bye laws of the Defence Housing Authority.
7. I shall not damage the interest of the Authority and my act or omission shall not be detrimental to the aims and objectives as well as the reputation of the Authority.
8. I shall obey the decision made or instruction issued by the Authority.
9. I shall not involve in violation of Authority's Rules or Regulations.
10. I shall not involve in frivolous litigations with the Authority.
11. I shall not misuse the dwelling or habitually act in an ungrateful manner or the manner which may cause serious nuisance to my neighbours.
12. I further undertake that I will submit transfer papers at DHA Reception within 30 days from the date of transfer for issuance of transfer letter in my name, if I failed to do so I would be liable to pay the fine / penalty for late submission as per DHA procedure.
13. My 3 specimen signature are as under:-

Signatures: _____

Name _____

Plot No. _____ Phase _____ Reference # _____

Dated _____

ACCEPTANCE

I, _____ S./O _____
do, solemnly affirm that my Husband/Mother/Father/Son/Daughter by means
of HIBA ZABANI BILA EWAZ, gifted away the property / Plot No. _____
in Defence Housing Authority, Lahore Cantt in the presence of witnesses in
my favour and put me in possession as absolute owner of the above said
property and delivered all the documents pertaining to the above property
and that I have accepted the gift. (Hiba)

Donee

Mr/Mrs/Miss _____

R/O _____

WITNESSES

1. _____
2. _____

DEALER'S
STAMP

From
Mr/Mrs/Miss _____
S/O, D/O, W/O _____
R/O _____

To: Secretary
DHA Lahore

Subject: Request for NDC

Plot/Property No _____ Sector _____ Phase _____ Membership No _____

I have decided to transfer above referred Plot/Property in the name of
Mr/Mrs/Miss _____ S/O, D/O, W/O _____
CNIC No _____. I am bound to pay all dues including transfer fee
against the Plot/Property. It is, therefore, requested that NDC may please be
prepared.

Your's Sincerely

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

FOR DHA USE ONLY

Dir BC	
LA (Tfr)	
TO-1	
TO-2	
ADE	
Legal Branch	

DT&R