

DEALER STAMP
Contact No:

Date: ____/____/____

From

Mr./Mrs./Miss _____

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

CNIC No: _____

Contact No: _____

- Plot
 House/Building
 Under Construction
 Allocation File

To: Secretary
 DHA Lahore

Type of Transfer: <input type="checkbox"/> Regular <input type="checkbox"/> HIBA Foreign Transfer: <input type="checkbox"/> Purchaser Abroad <input type="checkbox"/> Seller Abroad <input type="checkbox"/> Transfer on court orders
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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.

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

Yours Sincerely

FOR DHA USE ONLY

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

DT&R

PTO
Details Overleaf

DOCUMENTS TO BE ATTACHED

1. Copy of CNIC
2. Photocopy of Allocation/ Intimation/ Allotment/ Transfer Letters
3. Copy of Site Plan for the plots (if possession is open), If not held will be applied for along with NDC.
4. Copy 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). In case of exemption, exemption certificate be attached.
6. Property Tax receipt and clearance certificate from Walton/ Lahore Cantt Board.
7. 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).
8. Attested photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retd JCOs/NCOs and NOKs of Shaheed/ Deceased.

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.

Validity Period of NDC

Possession Plot/House	30 days
Non Possession Plot	90 days

Cancellation Policy

1. In case the NDC is applied with name of the purchaser, NDC will only be cancelled with the consent of the individual on physical presence in DHA, whose name is filled in NDC Form. The cancellation will be done on Rs. 50/- Affidavit.