

<input type="checkbox"/> Direct <input type="checkbox"/> Through Dealer (Stamp) Contact No: _____
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Date: _____
 From: _____
 Mr. /Mrs. /Ms.: _____
 S/O, D/O, W/O: _____
 CNIC No.: _____
 Contact No.: _____

To,
 Secretary
 DHA Lahore.

Plot House/Building
 Under Construction Allocation File

Subject: **Request for NDC**

Type of Transfer:	
<input type="checkbox"/> Regular	<input type="checkbox"/> Hiba (Father/Mother/ Wife/Son/Daughter)
Foreign Transfer:	
<input type="checkbox"/> Purchaser Abroad	<input type="checkbox"/> Seller Abroad
<input type="checkbox"/> Transfer on Court Orders	

I 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,

FOR DHA USE ONLY

Director BC	
Legal Advisor (Transfer)	
Transfer Officer – 1	
Transfer Officer – 2	
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).
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 Rtd. 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