

DHA KARACHI – TRANSFER OF PLOT
INSTRUCTION

1. To apply for transfer of plot following documents are required to be submitted: -
 - a. Covering letter from Seller (**specimen attached**) requesting for Transfer of a plot. (with blank space for additional three signatures).
 - b. Affidavit of Rs.100/- from seller (**specimen attached**) attested by Oath Commissioner/ Notary Public.
 - c. All original letters issued by DHA i.e original Allotment Order, original Transfer Order, original Division Order, original Adjustment letter, original Amalgamation letter and intimation letter (whichever is applicable) is required to be attached with transfer documents.
 - d. In case of loss of any title document (para 1c) Allottee/owner must apply for CTC.
 - e. Attested photocopy of CNIC/NICOP (front & rear on same side) Passport of both parties ie seller & buyer (**Back side attested**).
 - f. In case, only Intimation Letter issued, then transfer of plot can be undertaken through an application for Issuance of Allotment Order and Cancellation.
 - g. Consent letter is required from co-sharer (s) with complete mailing address and cell no.
 - h. GHQ NOC, in case of Transfer by Armed Force allottee officers/person, paid out of Def Budget & DHA Staff.
 - i. Seller / Buyer valid membership card or copy of receipt is required.
 - j. 1x passport size fresh photograph of purchaser duly attested is required.
 - k. NOC from Corporate Sector/ Company/Trust property on its title head paper is required.
 - l. In case property of Creek Vista, Indemnity Bond from buyer (**attested by Oath Commissioner / Notary Public**), Valid CBC tax paid bill copy and NOC required, from Creek Vista.
 - m. In case property (Phase-VII Extn) with Construction thereon, completion plan certificate, undertaking from seller by valid CBC Tax paid bill copy required.
2. Original CNIC/POC/Passport is to be produced in front of DHA designated officer.
3. Transfer documents will be returned to the seller after Sign Before formalities.
4. Transfer documents are required to be resubmitted in T&R Dte for preparation of new transfer order after payment of transfer fee/dues in the account branch. The Account Branch will make necessary endorsement on the covering letter.
5. The receipt issued on resubmission of transfer documents will indicate the date of collection of new transfer order.
6. Active filer list of buyer required to be attached.

Notes:

1. All fees are subject to change without notice.
2. For urgent sign before, AD (T&R) may be contacted prior to depositing of fee in Finance Department.
3. For urgent processing of transfer letter within 5 working days contact AD(T&R) for approval.
4. **NORMAL “Sign Before” for Transfer** will be conducted on **next day** of depositing the transfer papers.
5. **URGENT “Sign Before” for Transfer** will be conducted on the **same day** by depositing emergent fee as per procedure, provided Transfer papers are deposited before **1200 hrs** on same day.
6. **Attestation of Affidavits**
 - a. Affidavit executed inland to be attested from Oath Commissioner//Notary Public.
 - b. Affidavit executed outside Pakistan be attested from area Oath Commissioner/Consulate/Pak Embassy.
 - c. Up to maximum five corrections/amendments can be done on Affidavit.
7. For **Transfer** through court, the sign before papers to be prepared after getting briefing from Deputy Director (T&R).