



## PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY

2-B, East Street, Phase-I, Defence Housing Authority, Karachi.

Telephones: 9266801-5, 111 589 589, Fax: 5886406

Web Site: www.dhakarachi.com.pk/E-mail:dha@dhakarachi.com.pk

### NO DEMAND CERTIFICATE (NDC) TRANSFER

FILE NO \_\_\_\_\_  
CNIC NO \_\_\_\_\_  
M/SHIP NO \_\_\_\_\_

NORMAL   
URGENT   
DATE: \_\_\_\_\_

**Subject: Request for NDC**

I/We have decided to transfer Plot File No. \_\_\_\_\_, Plot No. \_\_\_\_\_ Sector \_\_\_\_\_, Sub Sector No Measuring \_\_\_\_\_ Sq/Yds. I/We am/are bound to pay all the dues including transfer fee against the Plot/Property before transfer of plot. It is therefore requested that NDC may please be issued. Required documents are attached.

**Owner / Co-Owner/ On behalf**

Name: \_\_\_\_\_ S/D/W/o \_\_\_\_\_ Signatur \_\_\_\_\_  
: \_\_\_\_\_ e \_\_\_\_\_

Contact: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** 1. DHA will not transfer the property if DHA receives any objection/restriction from any Govt Agency / Court of Law even after issuance of NDC.

2. This NDC is issued subject to the condition that authority reserves the right to recover subsequent to this transfer any outstanding dues and any subsequent increase in development charges from the transferee.
3. If legal advice is required, issuance of NDC may be delayed.
4. NDC should not be taken as transfer document.
5. In case owner is not available, NDC can be applied via email request through registered email in DHA membership document **OR** representative with authority letter (duly signed by owner) and all relevant document are required to be submitted through representative of owner.
6. This NDC is issued on owner's request and not valid for court purpose.
7. Any owner can apply in case of multiple owners.
8. Anyone can apply for NDC but at the time of collection personal presence of the owner is mandatory.

**P.T.O**

## INSTRUCTIONS

1. For all type of transfers, (less legal heirs/Hiba) **NDC is mandatory.**
2. NDC will be valid for 90 days from the date of issue.
3. **Documents Required:-**
  - a. Original payment receipt.
    1. Normal                5x Working Days    -        Rs. 5,000/-
    2. Urgent                2x Working Day     -        Rs 10,000/-
  - b. Photocopies of valid CNIC owner.
  - d. **Photocopies of valid CNIC of representative.**
  - f. Photocopy of title documents.
  - f. GHQ NOC in case of allotted plot.
4. All attached documents must be legible.

### FOR OFFICE USE ONLY

	Yes	No	Remarks
• Property is Mortgage	<input type="checkbox"/>	<input type="checkbox"/>	
• Property is Under Litigation (if any)	<input type="checkbox"/>	<input type="checkbox"/>	
• Property is Under Investigation (NAB,FBR,FIA,ANF etc)	<input type="checkbox"/>	<input type="checkbox"/>	
• Legal notice received	<input type="checkbox"/>	<input type="checkbox"/>	
• GPA Exists	<input type="checkbox"/>	<input type="checkbox"/>	
• Division / Amalgamation	<input type="checkbox"/>	<input type="checkbox"/>	
• Adjustment Letter	<input type="checkbox"/>	<input type="checkbox"/>	
• Lease /surrender of lease (A)	<input type="checkbox"/>	<input type="checkbox"/>	
• CTC issued	<input type="checkbox"/>	<input type="checkbox"/>	
• Clear status of file and membership (clear)	<input type="checkbox"/>	<input type="checkbox"/>	
• Title verification	<input type="checkbox"/>	<input type="checkbox"/>	
• Signature tally	<input type="checkbox"/>	<input type="checkbox"/>	
• Statement of account	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>Remarks:</u></b>			

The Property is **clear/not clear** for issuance of NDC.

**Prepared by :** \_\_\_\_\_ **Checked by:** \_\_\_\_\_ **Supdt:** \_\_\_\_\_

**DD :** \_\_\_\_\_ **AD:** \_\_\_\_\_

**Dated :** \_\_\_\_\_ **Dated:** \_\_\_\_\_



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\_\_\_\_\_ 2023

### **NO DEMAND CERTIFICATE (NDC) TRANSFER**

File No \_\_\_\_\_ Name of Owner \_\_\_\_\_ Plot No 0 Sector No. 0 Sub Sector 0 Measuring \_\_\_\_\_ Sq Yds (Approx.) **CLEARED** for transfer as on \_\_\_\_\_ DHA does not hold any further responsibility for any litigation imposed by competent authority of Tfr/development after the date of issue of this letter.

**Deputy Director (Coord)  
Transfer & Record Dte  
PDOHA, Karachi**

Note: **NDC is valid for 90 days**

NDC issued subject to the condition that Authority reserve the right to recover subsequent to this NDC any outstanding dues, and any increase in development charges from the transferee.

**AUTHORITY LETTER FOR NDC**

Certified that I the undersigned am the sole owner of Plot File No \_\_\_\_\_ (Plot No \_\_\_\_\_, Sector \_\_\_\_\_), Measuring \_\_\_\_\_Sq Yds. I hereby authorize Mr \_\_\_\_\_ S/o \_\_\_\_\_ CNIC No \_\_\_\_\_ for processing of NDC for transfer of my a/m property on my behalf. His three specimen signatures are appended below: -

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Membership No \_\_\_\_\_

CNIC No \_\_\_\_\_

Dated \_\_\_\_\_