

TRANSFER PROCEDURES

DHA MULTAN

Hiba Transfer

Property gifted to the blood relatives (Parents to Children, Children to Parents, Husband to Wife, Wife to Husband Brother to Sister & Sister to Brother).

SERVICE	TIMELINE	CHARGES	DELIVERY
Hiba Transfer	After No Demand Certificate Clearance	Depends on the Size and Plot / Building Type.	Transfer Branch

Documents Required

1. Hiba Transfer Documents Set Specimen available at DHA Multan Reception. ([Download Specimen from DHA website](#))
2. Original Allocation / Allotment / Transfer Letter deposited to this office at the time of transfer.
3. Donor affidavits alongwith pic & CNIC duly attested by Oath Commissioner.
4. Donee affidavits alongwith pic & CNIC duly attested by Oath Commissioner.
5. Tfr fee paid challan according to plot size.
6. Membership form alongwith pic & CNIC.
7. E-stamp duty 2% (1% stamp duty & 1% district council fee) alongwith paid challan according to DC Rate.
8. 7E Tax 1% paid by the seller (applicable wef financial year 2022).
9. Family Registration Certificate (FRC) issued by NADRA.

Procedure

1. Apply for No Demand Certificate after its approval (intimated via sms/whatsapp).
2. Customer will bring the Transfer Set to the DHA Multan Reception, to obtain Transfer Appointment.
3. Customer will deposit Transfer Documents along with all paid Government charges and membership fee of DHA Reception before transfer.
4. Reception Officer will endorse/receive the documents and issue receipt.
5. Both donor and donee will come for Transfer to Transfer Officer.
6. Donee will bring the receipt and original Computerized National Identity Card on the given date to collect the Allocation / Allotment / Transfer Letter(s) from receiving Officer.