

TRANSFER PROCEDURES

DHA MULTAN

No Demand Certificate

No Demand Certificate is the first step for transfer in which the owner has to clear all objections and outstanding dues.

Statement Summary

SERVICE	TIMELINE	CHARGES	DELIVERY
No Demand Certificate	24-48 Hours	Nil	Transfer Branch

Required Documents

1. Copy of Computerized National Identity Card (CNIC) of seller.
2. Copy of Information / Intimation / Allocation / Transfer Allocation / Allotment / Transfer Allotment Letter.
3. Copy of Site Plan (if possession is open).
4. Copy of Completion Certificate obtained from Building & Control Branch, (if construction of house/ building is completed).
5. NDC application to be signed by seller with thumb impression.
6. Realtor stamp imposed on NDC, will be received from authorized representative / CEO of the same Agency submitting NDC application.
7. If seller NDC apply directly then he is permitted to receive the deposit slip.
8. NDC will not be entertained on Forwarding / Intimation Letter.
9. Validation period of Regular NDC is 3 months (90 days) with effect from 13 January 2024. Moreover, NDC will be retained by Transfer Branch and will not be handed over to the Seller / Realtor. On expiry of 90 days' time period, Rs. 20,000/- charged for NDC extension (15 days only).
10. Validation period of Open NDC is 3 months (90 days). On expiry of 90 days' time period, Rs. 20,000/- charged for NDC extension (15 days only) and Rs 50,000/- late tfr fine will be charged to realtor.
11. **For Ex-Army Person only:** In case of Service Benefit Plots / Plots allotted out of Defence quota from GHQ AG's Branch (WR Directorate) following documents are required:
 - a. NOC (valid) is mandatory for officers
 - b. NOC is not required for JCOs / Hav (qualified only)
 - c. In case of death of JCOs / Hav after retirement, NOC is mandatory for NOKs / Legal Heirs of all Cats (GSB, BTM, GAB, GIB, GCB, WWP).
 - d. NOC is mandatory for plot allotted to NOKs / Legal Heirs of Shuhada / ISD.

Procedure

1. No Demand Certificate (NDC) request form is available at Front Desk, (Transfer Directorate) of DHAM Main Office/ Sub offices and DHAM.
[\(Download Specimen from\)](#)
2. Deposit No Demand Certificate (NDC) alongwith above mentioned documents.
3. If the required documents are complete, the customer will be issued receipt of documents.
4. In case of House or Open Possession Plot, customer will have to coordinate with Building & Control Branch for Surveyor visit and dues clearance.
5. Deposit the complete Transfer Set/ Documents after fulfilling the above requirements at DHA Multan Front Desk.

Note:

Original Information / Intimation / Allocation / Transfer Allocation/ Allotment / Transfer Allotment Letter(s) to be surrendered to DHA at the time of transfer.

NDC Cancellation (Required Documents)

1. **Directly applied by Seller**
 - a. If Transfer papers are not submitted, seller will submit original NDC alongwith paid challan Rs 350/-.
 - b. Seller will provide an undertaking of Rs 300/-and sign it in front of Transfer Officer. [\(Download Specimen from DHA website\)](#)
2. **Applied through Realtor**
 - a. Purchaser will submit undertaking of Rs 300/- (if tfr set already submitted) which will be signed in front of transfer officer.
[\(Download Specimen from DHA website\)](#)

- b. Original NDC alongwith paid challan Rs 350/-.
- c. Realtor application on his Letter pad with reasons of NDC cancellation is required.
- d. In case of transfer set submitted then transfer fee will be reimbursed after 20% deduction of fee as per SOP.

3. **NDC Cancellation Fee Structure**

- a. NDC cancellation fee (if applied through realtor) - Rs. 20,000/-
- b. NDC directly applied by the owner without involvement of realtor - Nil

Procedure at Sub Offices

1. NDC application may be submitted at any DHA (Multan) Sub Offices Isb/ Lhr/ Kci.
2. NDC application form after being submitted at respective Sub Offices by seller / Realtor (through whom NDC applied) will be processed within 24-48 Hours after receipt of application.
3. Auto generated message will be forward to Seller / Realtor through IT Branch regarding final approval / rejection of NDC.

Fee Structure

1. Routine / Normal NDC - Nil
2. NDC extension above 90 days (for 15 days only) in case of seller is willing to continue deal with same dealer. - Rs 20,000/-
3. NDC rejected due to outstanding dues (Installments, Dev Charges or Surcharge etc.) if it has not cleared within 90 days. - Rs 10,000/-
4. Conversion fee from normal to open tfr NDC (if already applied through realtor) - Rs. 20,000/-

AFFIDAVIT FROM BUYER

I, _____ S/O, D/O, W/O _____
holding CNIC No _____ hereby clarify that I
was engaged in buying 1 x Plot (File) of _____ Kanal / Marla of DHA Multan
bearing File Reference No _____ Sector / Plot No.
_____ owned by _____ S/O, D/O, W/O
_____ holding CNIC No _____
due to unavoidable circumstances, I could not complete the purchase deal of said Plot
(File) and seller is now empowered to sell his Plot (File) to anyone. I have no objection and
in future, I will not claim any sort of benefit in this connection from DHA Multan.

DEPONENT

REQUEST FROM REALTOR ON LTR HEAD

1. I, _____ S/O _____, having CNIC No _____, Resident of (Address) _____, CEO _____ (Name of EA).

2. I, applied Regular / Normal NDC No _____ of Plot / Ref _____. Due to non-avail of Buyer / Purchaser, owner Mr _____ S/O _____, having CNIC No _____, Resident of (Address) _____, is willing to sold plot to my Estate Agency _____ (EA Name). I want to take open transfer of above said plot. Therefore, you are requested to convert above mentioned normal NDC to Open Transfer NDC.

3. Moreover, neither transfer set deposit against this NDC nor buyer / purchaser engaged for this purpose previously.

(Name of EA with Stamp)

AFFIDAVIT FROM SELLER

1. I, _____ S/O _____, having CNIC No _____, Resident of (Address) _____, absolute owner of Plot / Ref _____, Measuring _____ Marla / Kanal, DHA Multan sold my plot to _____ (EA Name).
2. Regular / Normal NDC No _____ was applied. Now _____ (EA Name) taking open transfer of above said plot and I have no objection regarding this conversion of NDC.
3. Moreover, neither transfer set deposit against this NDC nor buyer / purchaser engaged for this purpose previously.

DEPONENT

VERIFICATION

Verified on oath at Multan, this _____ day of _____ 2025 that the contents of the above affidavit are correct and true to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT