

## TRANSFER PROCEDURES

### DHA MULTAN

#### POSSESSION OF PLOTS

##### 1. Documents Required.

- a. Possession Application ([Download Specimen from DHA website](#)).
- b. 1 x CNIC Copy
- c. 1 x Original Paid Possession fee Challan
- d. 1 x copy of information Letter / Allocation Letter / Allotment Letter.
- e. 1 x Authority Letter with the Appointment of Attorney (If Applicable)
- f. Original Forwarding Letter alongwith copy of passport, NICOP, Country of stay, enter / exit proof (in case of overseas client)

##### 2. Procedure.

- a. Submission of Application at Front Desk DHAM / any Sub office.
- b. Clearance of dues is mandatory till date of submission of possession application.
- c. Possession application will be rejected in case of outstanding dues.
- d. Verification of possession application Tfr & Rec Dte.
- e. After clearance of possession application in all aspects, Planning Branch give date to customer for hand over of possession of plot through call / whatsapp message and customer collect site plan.
- f. Chief Surveyor team contact with member / attorney and intimate as regarding demarcation on plot.

##### 3. Fee Structure.

- a. Fee Structure of plot size category wise is as under:-

2 Marla Commercial, 5, 8 & 10 Marla (Residential)	-	<b>5000/-</b>
1 Kanal (Res) & 4 Marla Commercial	-	<b>10000/-</b>
2 Kanal (Res) & 8 Marla Commercial	-	<b>20000/-</b>
- b. Customer will get challan voucher as per plot size / category.