

## TRANSFER PROCEDURES

### Issuance of Allotment Letter (After Clearance of all applicable dues)

SERVICE	TIMELINE	CHARGES	DELIVERY
Issuance of Allotment Letter	10 – 15 working days	Nil	Transfer Branch

### Documents Required

1. Application in the name of Director Finance ([Download Specimen from DHA website](#)).
2. Copy of Info/Allocation / Transfer Allocation.
3. Copy of CNIC of owner.

### Procedure

1. Submission of Application at Fin Br.
2. Finance Branch will issue No Objection Certificate after clearance of all outstanding dues and development charges.
3. Planning Branch (B&C Section) will clear pot status (Corner / Non-Corner).
4. Transfer Branch will issue Allotment Letter.
5. Urgent Allotment Letter fees is as under:-
  - a. 1<sup>st</sup> Day urgent - 33000/-
  - b. 2<sup>nd</sup> Day urgent - 16500/-