



Anx 'A'

☐ Direct (Self)

☐ Through Realtor (EA Stamp)

Realtor Mob No _____

Date: _____

From: _____

S/O, D/O, W/O: _____

CNIC No: _____

Seller Mob No: _____

Transfer Types

☐ Normal / Regular

☐ Hiba (Father/ Mother/ Husband/ Wife/ Son/ Daughter/ Brother/ Sister)

☐ Open (if applicable)

☐ Minor (Through Guardian)

☐ Seller Abroad (Through GPA/SPA)

☐ Transfer on Court Orders

To,

Project Secretary
DHA Multan

Subject: **Request for NDC**

I / We have decided to transfer Plot/Property No _____ Sector _____ Phase _____
File Reference No _____ Measuring _____ Marla/ Kanal. I / We
am/are bound to pay all applicable dues against the Plot/ Property. It is therefore, requested that
NDC may please be prepared.

Note: I / We have read the instructions overleaf and deposited the documents as required.

Your's Sincerely

(Seller / Donor / GPA Holder-Signature with Thumb Impression)

DHA USE ONLY

DD (Building & Control)

Law Officer (T&R Dte)

NDC Verifier (AM Tfr)

I/C NDC Sec

Transfer Officer (Approval)

Additional Director (Transfer)

DOCUMENTS TO BE ATTACHED

Normal / Hiba / Through GPA Cases

- Photocopy of Seller / Donor / GPA holder CNIC.
- Photocopy of Information/ Allocation /Tfr Allocation/ Allotment /Tfr Allotment Letter.
- Photocopy of Completion Certificate (in case of completed House / Building).

B&C Sec Only

- Verify NDC alongwith size of plot with extra land (if any).
- Verify the actual covered area in sq feet of under constructed or completed house for calculation of super structure rate according to FBR policy.

Service Benefit Plot Only

- Plot allotted out of Defence Quota from GHQ AG's Branch (WR Dte).
 - ✓ NOC is mandatory for Offrs
 - ✓ NOC is not required for JCO / Havs (qualified only), War Wounded Person, Gallantry Award, Incentive Benefit, Compassionate Benefit, International Gold Medalist and Open Ballot Plots (in Defence Quota) wef 01 Jul 2022.
 - ✓ NOC is mandatory for NOKs and Legal Heirs of all Cats (GSB, BTM, GAB, GIB, GCB, WWP) **in case of death of JCOs / Havs**.

General / Special Power of Attorney

- In case of Power of Attorney (GPA), original documents of General / Special Power of Attorney (GPA/SPA) will be submitted to **Legal Branch** for verification / legal opinion with paid fee challan Rs 15,000/-.

NDC Fee / Charges - Fine Schedule

- **Executive Transfer** (NDC, Transfer & Transfer Letter) Fee Rs 50,000/- (within same day)
- **Urgent Transfer** (NDC & Transfer) Fee Rs 30,000/- (Within 24 hrs)
- **Normal Transfer** (Transfer) without any charges (over 48 hrs)
- **Open Transfer** NDC validity period of 90 days
- **Walk in Transfer** NDC already approved but transfer set deposited and transfer executed at same day without urgent charges
- NDC rejected by Finance Branch (due to outstanding DC charges) can be approved without any charges within 3 months and after 3 months surcharge Rs. 10,000/- will be paid for approval.
- NDC extension fee after validity period of 90 days will be Rs 20,000/- for 15 days only.
- Conversion fee from normal to open tfr NDC will be Rs. 20,000/- (if applied through realtor).
- **NDC Cancellation** fee Rs. 20,000/- (if applied through realtor).

Validity Period of NDC wef 13 Jan 2024

- **Normal /Hiba Transfer Cases** - No Demand Certificate is valid for 90 days
- **Open Transfer Cases** - No Demand Certificate is valid for 90 days