

REVISED LIST OF DOCUMENTS REQUIRED FOR TRANSFER

1. Forwarding letter giving the details of the plot / house, name of purchaser and documents under Seller's Signatures and thumb impression
2. Original Allocation / Allotment / Transfer Letter so that new letter may be issued in the name of transferee.
3. Seller's undertaking duly attested by Oath Commissioner.
5. Undertaking by the purchaser duly attested by Oath Commissioner.
6. Photocopies of the National Identity Card of both Seller and Buyer duly attested by oath commissioner.
7. Registration Fee by new owner Rs 37,000/-.
8. 2 x Passport size photograph of parties.
9. Registration Form Rs.350/-.
11. Transfer Fee according to the size of plot.
12. CVT duly verified from District Accounts Officer Multan.
13. Stamp Duty Tax duly verified by Treasury Office Multan.

Code No. _____

From

Name. _____
 S/O, W/O, D/O _____
 R/O _____

 CNIC No. _____

To:

The Project Secretary
 Defence Housing Authority Lahore
 Multan Chapter

Subject:

Forwarding Letter-Transfer of Plot File Ref
No. _____, Sector/Plot No. _____, Phase-1
DHA Multan

1. I have sold/gifted my Property/Plot File Ref No. _____, Sector/Plot
 No. _____, Measuring _____ Kanal/Marla, in Phase _____ to
 _____ S/O, W/O, D/O
 _____ R/O _____

CNIC No. _____

2. Kindly transfer the above said property in favour of the above said purchaser.

 Signature & Thumb
 (Transferor)

 Transfer Officer (Stamp&Signature)

AFFIDAVIT/UNDERTAKING**(By The Seller)**

I, _____ having C.N.I.C No. _____
 Son / Daughter / Wife of _____
 Adult, _____ Resident
 of _____ in

possession of my full faculties and senses and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

1. That, I am bona fide member of DHA, Lahore – Multan Chapter vide Registration No. _____ dated _____ and I was Allotted / Transferred a plot of land bearing No. _____ in phase _____ measuring _____ Kanals / Marlas situated in Defence Housing Authority Lahore – Multan Chapter.

2. That, by virtue of the provisions of bye law No. 17 of the Authority, I hereby return the original allotment letter no. _____ Dated _____ for cancellation which I have sold to Mr/Mrs/Miss _____ Son / daughter/wife of _____ having C.N.I.C No. _____ Resident of _____ Registered Member of the Authority vide Registration No. _____. Total sale price of the said plot has been received by me from purchaser and nothing outstands against the purchaser.

3. That, having relinquished the said plot to the Defence Housing Authority for further allotment to Mr/Mrs/Miss _____ Son/daughter/wife of _____ and the Possession of the plot be handed over to the said _____ conferring exclusive ownership rights and possession of the plot upon the above said Transferee / Purchaser.

4. That, I affirm and declare that the name of Mr./Mrs, /Miss, _____ should be entered in the records of the DHA Lahore–Multan Chapter as the owner of the aforesaid property.

5. That, I solemnly declare that I have no right, title or interest in the said property and Mr/Mrs/Miss _____ is the exclusive owner of the same since _____.

6. That I further affirm and declare that neither I have entered into an agreement for the sale of plot in question with any other person except the above said purchaser nor any suit is presently pending in any court of competent jurisdiction and no stay order is operative against the said plot. Furthermore said plot is free from all encumbrances. In the event the above statement is found to be false, incorrect or untrue, the deponent shall pay the entire sale consideration with profit etc, to the purchaser.

7. That, I have deposited Advance Tax on DC Value rate on transfer/transfer allocation of above mentioned plot/file.
8. That, I do hereby undertake to pay any additional amount/taxes related to me as seller imposed as a result of any variation in DC Value or any revision in rates by Govt of Punjab/ Pakistan and DHA Lahore Multan Chapter.
9. That whatever is stated above is true to the best of my own knowledge and belief.

(DEPONENT)

Verification

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

(DEPONENT)

Certificate:

I Mr. _____ S/O _____ Caste
 _____ R/O _____ CNIC No. _____ hereby
 certify that the seller Mr/Miss/Mrs _____ S/O, W/O, D/O
 _____ is personally known to me.

Identifier:

UNDERTAKING/AFFIDAVIT

(By The Purchaser)

I, _____ having C.N.I.C No. _____
 Son / Daughter / Wife of _____
 Adult, _____ Resident
 of _____ in

possession of my full faculties and senses and of my free will and without any coercion or duress, do hereby solemnly affirm, undertake and declare as under:-

- ✓ 1. That I have purchased an Allocation Letter No _____, Plot in Phase _____ Defence Housing Authority Lahore – Multan Chapter vide Application Form No _____ which is being transferred in my name.
- ✓ 2. That I the purchaser undertake that the development charges of the above mentioned plot will be paid by me to DHA Multan. Further affirm that I agree to pay the Variation in Development charges and plot size on demand.
- ✓ 3. I will not make any addition / alteration in the building so purchased without prior approval from the Engineering Branch of the Authority. In case any change / shifting of Electric Poles, Telephone Poles and Manhole etc are necessitated as per my requirement, it will be done at my risk and cost, if feasible.
- ✓ 4. I shall not convert the property to different use(s) or purposes(s) other than that provided or permitted under the regulations.
- ✓ 5. That I do hereby undertake to pay any additional amount / taxes related to Stamp Duty, CVT, Advance Tax, Tax Immovable Property, Capital Gain Tax / Withholding tax if accrue as a result of any change in DC value at later stage or otherwise.
- ✓ 6. That I am also bound to make the payment of all taxes whatever are imposed by the Government of Punjab / Pakistan and DHA Lahore – Multan Chapter.
- ✓ 7. I am also bound for payment of a/m Taxes which are to be paid by the seller or purchaser.
- ✓ 8. I will ensure that Plot / House Tax / Other dues due to the Govt / DHA Lahore – Multan Chapter have been paid. I shall not default or fail in payment of taxes and other duties of Central / Provincial Government.
- ✓ 9. I undertake to pay for any Variation in plot area.
- ✓ 10. I hereby undertake to abide by all rules, regulations / bye laws of the Defence Housing Authority.

- ✓ 11. I shall not damage the interest of the Authority and my act or omission shall not be detrimental to the aims and objectives as well as the reputation of the authority.
- ✓ 12. I shall obey the decision made or instruction issued by the Authority.
- ✓ 13. I shall not involve in violation of Authority's Rules or Regulations.
- ✓ 14. I shall not involve in frivolous litigations with the Authority.
- ✓ 15. I shall not misuse the dwelling or habitually act in an ungraceful manner or the manner which may cause serious nuisance to my neighbours.
- ✓ 16. I further undertake that I will submit transfer papers at DHA Reception within 30 days from the date of transfer for issuance of transfer letter in my name, if I fail to do so, I would be liable to pay the fine / penalty for late submission as per DHA procedure.
- ✓ 17. In case of possession of plot, I shall construct the building as per DHA Bye-laws/ policy, failing which I will pay non construction penalty as applicable.
- ✓ 18. My specimen signatures are as under:-

Signature _____

Name _____

Plot No. _____ Phase _____ Reference# _____

Date _____

(DEPONENT)

Verification

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

(DEPONENT)