



<input type="checkbox"/> Direct
<input type="checkbox"/> Through Dealer (Stamp)
Contact No: _____

Date: _____
Mr/Mrs/Ms: _____
S/O,D/O,W/O: _____
CNIC No: _____
Contact No: _____

<input type="checkbox"/>	Plot	<input type="checkbox"/>	House/Building
<input type="checkbox"/>	Under Construction	<input type="checkbox"/>	Allocation File

To,

Secretary
DHA Multan

Subject: **Request for NDC**

Type of Transfer	
<input type="checkbox"/> Regular	<input type="checkbox"/> Hiba (Father/Mother/Wife/ Son/Daughter/Brother/Sister)
<input type="checkbox"/> Open	
Foreign Transfer:	
<input type="checkbox"/> Purchaser Abroad	<input type="checkbox"/> Seller Abroad
<input type="checkbox"/> Transfer on Court Orders	

I / We have decided to transfer Plot / Property No _____ Sector _____
Phase _____ Reference No _____. 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 Signature with Thumb Impression)

FOR DHA USE ONLY

DD (Building & Control)	
Law Officer (T & R Dte)	
NDC Verifier	
NDC I/C	
Transfer Officer -2 (Approval)	

Additional Director (Transfer)

P.T.O
Details Overleaf

DOCUMENTS TO BE ATTACHED

- 1 x Photocopy of Seller CNIC.
- 1 x Photocopy of Information/ Allocation /Tfr Allocation/ Allotment Letter/Tfr Allotment.
- 1 x Photocopy of Completion Certificate (in case of completed House / Building).
- **For Ex Army Officers / JCOs / NCOs only:** 1 x Photocopy of NOC for Armed Forces Personnel in case of service benefit Plots / Plots allotted out of Defence quota from GHQ AG's Branch (W&R Dte) as per fol SOP: -
 - ✓ NOC is mandatory for Offrs
 - ✓ NOC is not required for JCOs / Hav wef 01 Jul 2022.
 - ✓ NOC is mandatory for GAB, GIB, GCB, GMB allottee and Legal Heirs (in case of death of JCOs / Hav).
- **General power of attorney:** In case of Power of Attorney, original documents of General Power of Attorney (GPA) will be submitted to Legal branch for verification with Fee Challan Rs 15,000/-.

NDC Fee / Surcharge Schedule

- **Executive Transfer** (NDC, Transfer & Allocation Letter) Fee Rs. 50,000/- within same day.
- **Spec 1st Day Urgent** (NDC & Transfer) Fee Rs. 30,000/-.
- NDC applied directly by the owner will be cancelled without any Surcharge.
- NDC Cancellation Surcharge between 45 - 60 Days is Rs 10,000/-, After 60 Days Rs 20,000/-. In case NDC is rejected, Cancellation Surcharge will be Rs 10,000/-.
- NDC Rejected by Finance Branch (due to outstanding DC charges not Paid) can be Approved with out any charges within 3 months and after 3 months Surcharge Rs10,000/- will be paid for Approval.
- NDC Extension Surcharge after valid period of 45 days is Rs 1,000/- per day, after 60 Days Extension Surcharge will be Rs 20,000/-.

Validity Period of NDC:

- **Regular Transfer Case:** No Demand Certificate is valid for 45 days
- **Open Transfer Case:** No Demand Certificate is valid for 120 days