

TRANSFER PROCEDURES

DHA MULTAN

No Demand Certificate

No Demand Certificate is the first step for transfer in which the owner has to clear all objections and outstanding dues.

Statement Summary

SERVICE	TIMELINE	CHARGES	DELIVERY
No Demand Certificate	48 Hours	Nil	Transfer Branch

Required Documents

1. Copy of Computerized National Identity Card (CNIC) of seller.
2. Copy of Information / Intimation / Allocation / Transfer Allocation / Allotment / Transfer Allotment Letter.
3. Copy of Site Plan (if possession is open).
4. Copy of Completion Certificate obtained from Building & Control Branch, (if construction of house/ building is completed).
5. NDC application to be signed by seller with thumb impression.
6. Realtor stamp imposed on NDC, will be received from authorized representative / CEO of the same Agency submitting NDC application.
7. If seller NDC apply directly then he is permitted to receive the NDC.
8. NDC will not be entertained on Forwarding / Intimation Letter.
9. Validation period of Regular NDC is 3 months (90 days).
10. Validation period of Open NDC is 3 months (90 days). On expiry of 90 days' time period, Rs. 20,000/- NDC for Extension and Rs 50,000/- late tfr fine will be charged.
11. **For Ex-Army Person only:** In case of Service Benefit Plots / Plots allotted out of Defence quota from GHQ AG's Branch (WR Directorate) following documents are required:
 - a. NOC (valid) is mandatory for officers
 - b. NOC is not required for JCOs / Hav
 - c. In case of death of JCOs / Hav after retirement, NOC is mandatory for NOKs / Legal Heirs of all Cats (GSB, BTM, GAB, GIB, GCB, WWP).
 - d. NOC is mandatory of JCOs/ Havs / Sldrs of GAB & GIB cats.

Procedure

1. No Demand Certificate (NDC) request form is available at Front Desk, (Transfer Directorate) of DHAM Main Office/ Sub offices and DHAM. ([Download Specimen from DHA website](#))
2. Deposit No Demand Certificate (NDC) along with above mentioned documents.
3. If the required documents are complete, the customer will be issued receipt of documents.
4. In case of House or Open Possession Plot, customer will have to coordinate with Building & Control Branch for Surveyor visit and dues clearance.
5. Deposit the complete Transfer Set/ Documents after fulfilling the above requirements at DHA Multan Front Desk.

Note:

1. Original Information / Intimation / Allocation / Transfer Allocation/ Allotment / Transfer Allotment Letter(s) to be surrendered to DHA at the time of transfer.

NDC Cancellation (Required Documents)

1. Directly applied by Seller

- a. If Transfer papers are not submitted, seller will submit original NDC alongwith paid challan Rs 350/-.
- b. Seller will provide an undertaking and sign it in front of Transfer Officer.
[\(Download Specimen from DHA website\)](#)

2. Applied through Realtor

- a. Purchaser will submit undertaking which will be signed in front of transfer officer. [\(Download Specimen from DHA website\)](#)
- b. Original NDC alongwith paid challan Rs 350/-.
- c. Realtor application on his Letter pad with reasons of NDC cancellation is required.
- d. In case of transfer set submitted then transfer fee will be reimbursed after 20% deduction of fee as per SOP.

3. NDC Cancellation Fee Structure

- | | | |
|---|---|--------------|
| (a). NDC cancellation within 90 days | - | Rs. 10,000/- |
| (b). NDC cancellation after 90 days | - | Rs. 20,000/- |
| (c). NDC directly applied by the owner without involvement of realtor | - | Nil |

Issuance of Duplicate NDC (Required Documents)

1. Application submitted to Director (Transfer & Record Directorate) for issuance of duplicate NDC.
2. FIR / Police report.
3. Undertaking by the seller. ([Download Specimen from DHA website](#))

Procedure

1. Application for issuance of duplicate NDC will be forwarded to Director (Transfer & Record Directorate) alongwith necessary documents.
2. Min sheet for approval from competent authority will be initiated by NDC Section.
3. Duplicate NDC will be issued to the seller after approval of Competent Authority.

Normal / Regular Transfer

SERVICE	TIMELINE	CHARGES	DELIVERY
Regular Transfer	After Clearance No Demand Certificate (NDC)	According to plot size	Transfer Branch

Documents Required

1. Transfer Set/Documents specimen available at DHA Multan Reception. ([Download Specimen from DHA website](#))
2. Seller's affidavits alongwith pic & CNIC duly attested by Oath Commissioner.
3. Purchaser's affidavits alongwith pic & CNIC duly attested by Oath Commissioner.
4. Tfr fee paid challan according to plot size.
5. No Demand Certificate alongwith membership form alongwith pic & CNIC.
6. E-stamp duty alongwith 2% paid challan according to DC Rate
7. Adv Tax (236-K) paid by the new purchaser (3% Filer & 10.5% non-filer according to FBR Value Rate).
8. Capital Gain Tax (CGT 236-C) paid by seller (3% Filer & 6% non-filer according to FBR Value Rate).
8. CVT duly verified from District Accounts Officer Multan (If applicable).

Procedure

1. Apply for No Demand Certificate.
2. Customer / Realtor will deposit Transfer Set / Documents along with all paid Government / DHA charges at DHA Reception before Transfer.
3. DHA Reception will endorse / receive the documents and issue receipt.
4. Both Seller and Purchaser will visit Transfer Officer for transfer on given Transfer date / Walk in transfer.
5. Customer will bring the receipt and original Computerized National Identity Card on the given date for transfer execution.

Note Original Information / Intimation / Allocation / Transfer Allocation / Allotment / Transfer Allotment Letter deposited to this office at the time of transfer so that new letter may be issued in the name of purchaser.

Hiba Transfer

Property gifted to the blood relatives (Parents to Children, Children to Parents, Husband to Wife, Wife to Husband, Brother to Sister, Sister to Brother).

SERVICE	TIMELINE	CHARGES	DELIVERY
Hiba Transfer	After Clearance No Demand Certificate (NDC)	According to plot size	Transfer Branch

Required Documents

1. Hiba Transfer Set / Documents Specimen available at DHA Multan Reception. ([Download Specimen from DHA website](#))
2. Donor affidavits alongwith pic & CNIC duly attested by Oath Commissioner.
3. Donee affidavits alongwith pic & CNIC duly attested by Oath Commissioner.
4. Tfr fee paid challan according to plot size.
5. No Demand Certificate (NDC) alongwith membership form alongwith pic & CNIC.
6. E-stamp duty alongwith 2% paid challan according to DC Rate
7. Family Registration Certificate (FRC) issued by NDRA.
8. CVT duly verified from District Accounts Officer Multan (If applicable).

Procedure

1. Apply for No Demand Certificate.
2. Customer / Realtor will deposit Transfer Set / Documents along with all paid Government / DHA charges at DHA Reception before Transfer.
3. DHA Reception will endorse / receive the documents and issue receipt.
4. Both Seller and Purchaser will visit Transfer Officer for transfer on given Transfer date / Walk in transfer.
5. Customer will bring the receipt and original Computerized National Identity Card on the given date for transfer execution.

Note Original Information / Intimation / Allocation / Transfer Allocation / Allotment / Transfer Allotment Letter deposited to this office at the time of transfer so that new letter may be issued in the name of Donee.

Legal Heir (s) Transfer

After the death of the owner, property is transferred to the legal heir(s).

SERVICE	TIMELINE	CHARGES	DELIVERY
Legal Heir(s) Transfer	After Clearance No Demand Certificate (NDC)	According to plot size	Transfer Branch

Documents Required

1. Legal Heir (s) Transfer Set / Documents available at DHA Multan Reception. ([Download Specimen from DHA website](#))
2. Legal heirs transfer affidavits alongwith pic & CNIC of all legal heirs duly attested by Oath Commissioner.
3. Tfr fee paid challan according to plot size.
4. Membership form alongwith pic & CNIC of all legal heirs.
5. Family Registration Certificate (FRC) issued by NADRA.
6. Death certificate by NADRA
7. Succession certificate / court decree / NADRA certificate.
8. Original NOC – Service Benefit Plot Only – 1st Allottee
 - a. NOC (valid) is mandatory for officers
 - b. NOC is not required for JCOs / Hav
 - c. In case of death of JCOs / Hav after retirement, NOC is mandatory for NOKs / Legal Heirs of all Cats (GSB, BTM, GAB, GIB, GCB, WWP).
 - d. NOC is mandatory of JCOs/ Havs / Sldrs of GAB & GIB cats. Allotments and NOKs / Legal Heirs of Shuhada / ISD.

Procedure

1. DHA Reception will issue the receipt against the documents.
2. Legal Heirs get legal opinion from Legal before deposited transfer set / documents.
3. All / one the nominated legal heir's will come on given transfer date for execution.
4. In case any one of the Legal Heir is abroad, he/she can not authorize any other Legal Heir to receive the letter on his / her behalf. Authority Letter will not be accepted in DHA Multan. Legal Heirs will collect their original transfer allocation letter themselves.

Note:- Original Information / Intimation / Allocation / Transfer Allocation / Allotment / Transfer Allotment Letter deposited to this office at the time of transfer so that new letter may be issued in the name of Legal Heirs

Foreign Transfer (Seller Abroad)

If the Seller is abroad and cannot appear for transfer.

SERVICE	TIMELINE	CHARGES	DELIVERY
Foreign Transfer	After Clearance No Demand Certificate (NDC)	According to plot size	Transfer Branch

Procedure / Documents Required

1. Complete Transfer Set / Document along with No Demand Certificate Request Form and Site Plan (if required). ([Download Specimen from DHA website](#))
2. In case of Foreign Transfer (seller abroad) transfer papers are sent to the owner by the authority holder. Seller signs the transfer papers in Pakistan Embassy and returns the transfers papers to authority holder. Upon receipt of papers, authority holder submits the transfer papers at DHA Multan. DHA office sends the transfer papers to concerned Embassy for verification and meantime seeks the confirmation from seller. After receiving the Embassy and seller confirmation, transfer is executed.
3. **Through General Power of Attorney (GPA/ Special Power of Attorney (SPA).**
Important check points to judge the authority of a General Power of Attorney executed abroad area:-
 - a. Overseas plot owner will appear in person in the concerned embassy or consulate along with:-
 - (1) General Power of Attorney deed. ([Download Specimen from DHA website](#))
 - (2) His original NICOP.
 - (3) Two Pakistani witness with their NICOPs.
 - b. Plot owner and the two witnesses shall sign the General Power of Attorney in embassy / consulate before the concerned officer who will authenticate this execution by this seal and signatures.
 - c. On receipt of General Power of Attorney, the Attorney will get it verified from office of foreign affairs in Pakistan.
 - d. The General Power of Attorney shall be registered in the office of concerned Registrar Office.
 - e. General Power of Attorney executed in Pakistan: -
 - (1) Overseas plot owner can also execute GPA in Pakistan in favour of Attorney whenever he is in Pakistan. It will be a registered deed and its certified copy shall be produced in DHA at the time of transfer / sale.

f. Procedure in DHA are:-

- (1) The Attorney shall appear in person in DHA along with his CNIC and certified copy of GPA to further alienate the plot.
- (2) Collected the paid challan of Rs. 15,000/- for verification charges.
- (3) Concerned DHA authorities will check all the above-mentioned parameters minutely.
- (4) Opinion of Legal branch may be an additional safety measure.
- (5) Ownership should be changed if all the requirements are duly fulfilled.

Foreign Transfer (Purchaser Abroad)

If the Purchaser is abroad and cannot appear for transfer.

SERVICE	TIMELINE	CHARGES	DELIVERY
Foreign Transfer	On completion of requirements / documentation	According to plot size	Transfer Branch

Documents Required

1. **Foreign Transfer (Purchaser Abroad)**. For those overseas Pakistani nationals and personals on visit abroad who desire to buy property in DHA Multan can do so while being abroad. Following documents (Purchaser on Behalf Transfer) are required: -
[\(Download Specimen from DHA website\)](#)
 - a. Attested copy of purchaser's CNIC/NICOP/POC.
 - b. Attested copy of Passport and visa with exit and entry stamps.

Procedure As per Regular Transfer.

Note:- New buyer the procedure of on behalf transfer will be completed and received the letter themselves at DHA Multan on visit to Pakistan before sale of the plot / file.

Open Transfer Procedure

SERVICE	TIMELINE	CHARGES	DELIVERY
Open Transfer	After Clearance No Demand Certificate (NDC)	According to plot size	Transfer Branch

Documents Required

1. Open transfer set (only seller affidavits same as normal transfer)
2. Advance tax according to FBR sector wise rate.
3. NDC (No Demand Certificate)
3. Registered Realtor undertaking ([Download Specimen from DHA website](#)).

Procedure

1. Open transfer set will be submitted at Front Desk Office (only seller affidavits alongwith advance tax).
2. Transfer time will start from approval date of Open NDC. Transfer will be valid for 90 days.
3. After 90 days, NDC will be expired, following charges / fine will be charged: -
 - a. Realtor Fine - Rs. 50,000/-
 - b. NDC Extension Charges - Rs. 20,000/-
 - c. Late Transfer Fee - Rs. 12,000/-

Online Transfer Procedure

SERVICE	TIMELINE	CHARGES	DELIVERY
Online Transfer	After Clearance No Demand Certificate (NDC)	According to plot size	Transfer Branch

Documents Required

1. Online transfer set (only seller affidavits same as normal transfer)
2. Advance tax according to FBR sector wise rate.
3. NDC (No Demand Certificate).
4. Allocation / Transfer allocation letter surrender at the time of transfer execution.

Procedure

1. Online transfer set will be submitted at Front Desk Office at any sub office (only seller affidavits alongwith advance tax and NDC).
2. Online transfer set will be submitted at Front Desk Office at any other sub office at same time (only purchaser affidavits alongwith membership form, DHA fee challan, stamp duty, advance tax and copy of NDC)
3. Realtor / representative of realtor is available at any office transfer party (seller / purchaser)

Transfer “On Behalf” (Purchaser Abroad / Not Avail / Medically Unfit etc).

Required Documents

1. Medical reasons.
2. Out of Country.
3. Exigencies of the service / job.
4. In case of “On behalf” following transfer papers (undertaking) will be submitted alongwith Transfer Set. ([Download Specimen from DHA website](#))
 - a. Authority Letter (under taking) - Purchaser
 - b. Rep of Purchaser (under taking) - -do-
 - c. Purchaser out station (under taking) - -do-
 - d. Realtor under taking (if req) - Realtor
5. If on behalf Transfer Papers are submitted at the time of transfer then urgent fee will be charged: -

Procedure. Purchaser may authorize a person on his behalf on an undertaking to include the date, detail of the person who has been authorized, reason for his unavailability, duration of the authorization letter, scope of authorization and action to be done.

Out Station Transfer

If owner is unable to appear at DHA Multan for transfer due to Illness / Disability.

SERVICE	TIMELINE	CHARGES	DELIVERY
Out Station Transfer	On completion of requirements.	Rs. 15,000/-	Transfer Branch

Documents Required

1. Application from of the Seller / purchaser for out station Transfer along with reasons, i.e medically / exigencies of services & other reasons etc.
2. All documents required as per type of transfer i.e. Normal/Regular, Hiba, Legal Heir's.
3. Allocation / Transfer allocation letter surrender at the time of transfer execution.

Procedure

1. The seller / purchaser will submit transfer set, alongwith approved NDC, with paid fee challan (DHA/ govt charges) after approval of out station transfer by the Competent Authority (CA).
2. Member suffering from a disease / physical disability and is unable to come / travel to DHA Office for transfer purpose will forward application to Competent Authority (CA) for outstation transfer alongwith medical advice explaining reasons for being unable to travel. These members will bear all the following expenditures: -
 - a. Return air fare for places connected by air, taxi fare from airport to the destination and back.
 - b. Return taxi fare for places not linked by air.
 - c. Four / five-star hotel expense for one night stay.
3. After approval by the CA, the seller / purchaser will be intimated about the date & time for the subj transfer.
4. Tfr will be exec at requested city / town, where reasonable boarding / lodging arrangements are available.
5. Remaining transfer formalities will be completed at DHAM Office, prior to leaving for the task.

Fee Structure

Out Station Transfer Fee - Rs. 15,000/-

Issuance of Allotment Letter (After clearance of all applicable dues)

SERVICE	TIMELINE	CHARGES	DELIVERY
Issuance of Allotment Letter	15-20 x Working days	Nil	Transfer Branch

Documents Required

1. Application in the name of Director Finance.
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. Asset Data Branch will clear plot status (Corner / Non-Corner).
4. Transfer Branch will issue Allotment Letter.

Issuance of Duplicate Intimation / Information / Allocation / Transfer Allocation / Forwarding / Allotment (Service Benefit Plot Only-First Allottee) Letter(s)

SERVICE	TIMELINE	CHARGES	DELIVERY
Duplicate Intimation / Information / Allocation / Transfer Allocation / Allotment / Transfer Allotment Letter(s)	10 x Working days	10,850/-	Transfer Branch

Documents Required

1. Undertaking duly attested by Oath Commissioner. ([Download Specimen from DHA website](#))
2. FIR / Police Report (with stamp) regarding loss of letter (in original).
3. Advertisement in 2 x newspapers (English & Urdu).
4. Application to Project Secretary/ Director (Transfer & Record Directorate), DHA Multan for requesting for issuance of Duplicate Letter.
5. Paid Challan Rs. 10,850/-.
6. Membership form duly filled alongwith passport size photograph & CNIC copy.
7. Photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retired Junior Commissioned Officers/Non-Commissioned Officers and Next of Kins (NOK) of Shaheed / Deceased (duly attested by District Arms Services Board).

Procedure

1. Customer deposit the required documents to the Reception DHA office.
2. If the documents are complete in all respect, the Reception Officer will give a receipt to the customer.
3. Duplicate Letter will be ready after 10 working days at the date of above required documents submitted.

Issuance of Duplicate Allotment / Transfer Allotment Letter(s) after clearance of all development Charges

SERVICE	TIMELINE	CHARGES	DELIVERY
Duplicate Allotment / Transfer Allotment Letter(s)	10 x Working days	16,000/-	Transfer Branch

Documents Required

1. Undertaking duly attested by Oath Commissioner. ([Download Specimen from DHA website](#))
2. FIR / Police Report (with stamp) regarding loss of letter (in original).
3. Advertisement in 2 x newspapers (English & Urdu).
4. Application to Project Secretary / Director (Transfer & Record Directorate), DHA Multan for requesting for issuance of Duplicate Letter.
5. Paid Challan Rs. 16,000/-.
6. Membership form duly filled alongwith passport size photograph & CNIC copy.
7. Photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retired Junior Commissioned Officers/Non-Commissioned Officers and Next of Kins (NOK) of Shaheed / Deceased (duly attested by District Arms Services Board).

Procedure

1. Customer deposit the required documents to the Reception DHA office.
2. If the documents are complete in all respect, the Reception Officer will give a receipt to the customer.
3. Duplicate Letter will be ready after 10 working days at the date of above required documents submitted.

Verification of Plot / Property

Statement Summary

SERVICE	TIMELINE	CHARGES	DELIVERY
Verification of Plot / Property	10 x Working Days	4,000/-	Transfer Branch

Required Documents

1. **Owner**
 - a. Photocopy of CNIC
 - b. Photocopy of information/Intimation/Allocation/Transfer Allocation/Allotment/Transfer Allotment letter
 - c. Paid Fee Challan (in original)
 - d. Photocopy of site plan (if applicable)
2. **Authorized Person / Estate Agency**
 - a. Photocopy of CNIC (Person)
 - b. Photocopy of Rep Card / CNIC (Estate Agency).

Procedure

1. Verification form is available at DHA Multan Reception. ([Download Specimen from DHAM website](#))
2. Deposit the Verification Form alongwith above mentioned documents at DHA Multan Reception.
3. Customer/ Authority Holder will collect Verification Performa from DHA Reception at given date.

Change of Name

SERVICE	TIMELINE	CHARGES	DELIVERY
Change of Name	7 x Working Days	NA	Transfer Branch

Required Documents

1. Application Address to Project Secretary / Director (Transfer & Record Directorate) DHA Multan.
2. Undertaking regarding change of name duly attested by Oath Commissioner)
[\(Download Specimen from DHA website\)](#)
3. Copy of Old and New CNIC.
4. Copy of Husband CNIC (if applicable).
5. Copy of Allocation / Allotment / Transfer Letter.
6. Nikah Nama if status changed from unmarried to married.
7. Advertisement in two News Papers (Urdu & English).
8. Family Registration Certificate (FRC).
9. Ground Verification will be carried out by DHA (if required).

Procedure

1. Customer will deposit the required documents to DHA Multan / Reception at DHAM office.
2. If the documents are complete, the Reception Officer will give receipt to the customer.
3. Documents will be sent to the DHA Multan / Reception for processing.
4. Original Information / Intimation / Allocation / Transfer Allocation / Allotment / Transfer Allotment Letter(s) will be brought and surrender at the time of receiving of revised letter.

Consolidated Sector Wise FBR Rate (Per Marla) Wef 1 Jul 2023 to 30 Jun 2024

Sectors	FBR Value Rate	Adv Income Tax (236-C)-Seller Capital Gain Tax (236-K)-Purchaser		
		Filer 3% (Seller/Buyer)	Non Filer 6% (Seller)	Non Filer 10.5% (Buyer)
Residential Plots				
A, B2	320,000	9,600	19,200	33,600
B1, U, I, J, K, O, R, RGC	385,000	11,550	23,100	40,425
C, E, N, Villa	350,000	10,500	21,000	36,750
D	365,000	10,950	21,900	38,325
F	370,000	11,100	22,200	38,850
G, H, Q	330,000	9,900	19,800	34,650
L, X	275,000	8,250	16,500	28,875
M	455,000	13,650	27,300	47,775
P, T	440,000	13,200	26,400	46,200
V	345,000	10,350	20,700	36,225
S, W1, W2, Y	265,000	7,950	15,900	27,825
Residential Files				
5 & 8 Marla				
-	345,000	10,350	20,700	36,225
10 Marla				
-	385,000	11,550	23,100	40,425
1 Kanal				
-	265,000	7,950	15,900	27,825

Sectors	FBR Value Rate	Adv Income Tax (236-C)-Seller Capital Gain Tax (236-K)-Purchaser		
		Filer 3% (Seller/Buyer)	Non Filer 6% (Seller)	Non Filer 10.5% (Buyer)
Commercial Plots				
A	3,600,000	108,000	216,000	378,000
B1	3,025,000	90,750	181,500	317,625
B2, F, S	2,100,000	63,000	126,000	220,500
C, E, I, J, K, N, O, RGC	9,000,000	270,000	540,000	945,000
D	2,065,000	61,950	123,900	216,825
G	2,500,000	75,000	150,000	262,500
H	3,200,000	96,000	192,000	336,000
L	3,100,000	93,000	186,000	325,500
M	6,200,000	186,000	372,000	651,000
P	1,320,000	39,600	79,200	138,600
Q	3,450,000	103,500	207,000	362,250
R	3,300,000	99,000	198,000	346,500
T, V	2,640,000	79,200	158,400	277,200
U	8,500,000	255,000	510,000	892,500
W1, W2, Y	4,130,000	123,900	247,800	433,650
X	2,620,000	78,600	157,200	275,100

Stamp Duty 1% DC Value Rate (All Sectors)

Residential Plots - 100,000 / Per Marla
Commercial Plots - 300,000 / Per Marla

Note:- Now a days stamp duty charged

2% (1% on DC Rate 137,500/Per Marla (Resdl) & 1% of District Council Fee



SCHEDULE OF CHARGES – DHAM

Ser	Description	Fee / Charges (Rs)
LAND BRANCH (CHARGES)		
1.	Urgent Affidavit Processing Fee (Any Size & Sector)	
	1 st Day (Within 24 hrs) Residential and Commercial	20,000
	2 nd Day (Within 48 hrs) Residential and Commercial	13,500
2.	Normal Affidavit Processing Fee (Any Size & Sector)	
	Residential	10,000
	Commercial	10,000
3.	Cancellation of Intimation Letter Fee	100,000
TRANSFER & RECORD DIRECTORATE (CHARGES)		
4.	Urgent Allocation Letter (Any Size & Sectors)	
	1 st Day (Within 24 hrs)	33,000
	2 nd Day (Within 48 hrs)	16,500
5.	No Demand Certificate (NDC) Cancellation / Extension Charges	
	Rejected by Finance Branch after 90 days	10,000
	Extended over 90 days (In case of same dealer)	20,000
6.	Registration / Membership Forms	350
7.	Executive Transfer (Residential & Commercial)	
	NDC + Transfer + Transfer Letter (on the spot)	50,000
8.	Urgent Transfer	
	1 st Day (Residential & Commercial) – (NDC & Transfer – within 24 hrs)	30,000
9.	On Behalf Purchaser Documents	
	1 st Day Urgent – Purchaser On Behalf Documents	15,000
	2 nd Day Urgent - Purchaser On Behalf Documents	7,500
10.	Urgent Transfer Letter – (Any Size & Sector)	
	Allocation / Transfer Allotment	10,000
11.	Transfer with late fee (transfer documents late submitted over 90 days)	12,000
12.	Duplicate Letter - (Any Size & Sector)	
	Duplicate Intimation /Information /Allocation / Transfer Allocation/ Forwarding Letter /Allotment Letter Fee	10,850
	Duplicate Allotment Letter Fee (All dues cleared)	16,000
13.	Verification	
	File Fee	1,000
	Plot Fee	4,000
	Gen / Special Power of Attorney fee	15,000
14.	Dispute Resolution Committee (DRC)	
	Complaint processing fee (Dispute & Caution) – Non-refundable	20,000
15.	Land Provider / Real Estate Agency Charges	
	Registration of Real Estate Agency (Local & Other)	100,000
	Renewal of Real Estate Agency	25,000
	CEO / Representative card (1st & 2nd representatives)	2,000
	Representative card - over 2 representatives	5,000
	Cancellation of Representative Card before expiry date	10,000
	Cancellation of Representative Card after expiry date	2,000



16.	Builders & Developers - Affordable Housing Scheme / Special Comm Projects (AHS / SLCP)	
	CEO / Representative Card (1st & 2nd representatives)	2,000
	Representative card - over 2 representatives	3,000
	Cancellation of representative /card before expiry date	2,000
17.	Realtor's Enclave Charges (Changeable)	
	Monthly rent	27,500
	6x Months advance rent	1,65,000
	Security charges (refundable)	2,00,000
	Security charges (non-refundable)	3,00,000
	Monthly mountanous	5,000

FINANCE BRANCH (CHARGES)

1.	Lien Marking Charges	
	Lien marking Fee – Residential	10,000
	Lien marking Fee – Commercial	20,000
2.	Late payment of Dev Charges (% p.a)	
	Service Benefit (GHQ Policy)	24%
	Land owner / investor	24%

PLANING & DEVELOPMENT BRANCH (CHARGES)

1.	Site plan & possession charges – Residential	
	Less than 1 Kanal	5,000
	1 Kanal	10,000
	2 Kanal	20,000
	4 Kanal	40,000
2.	Site plan & possession charges – Commercial	
	2 Marla	5,000
	4 Marla	10,000
	5 Marla	10,000
	8 Marla	20,000
	10 Marla	20,000
	1 Kanal	25,000
	Upto 1 Acre	50,000
	Above 1 Acre upto 3 Acres	100,000
	Above 3 Acres upto 5 Acres	150,000
	Above 5 Acres and above	200,000
3.	Permanent water / sewerage connection	10,000
4.	Issuance of site plan & demarcation	10,000
5.	Site inspection & completion certificate (house)	25,000
6.	Provision of additional gate for corner plot	50,000
7.	Duplicate site plan	5,000
8.	Sale of Map	1,000
9.	Submission of Drawings and Approval Charges – Residential	
	5 Marla	25,000
	8 Marla	40,000
	10 Marla	50,000
	Above 10 Marla & below 1 Kanal	50,000
	1 Kanal	100,000
	2 Kanal	200,000
	Above 2 Kanal	5,000/ Per Marla



10.	Submission of Drawings and Approval Charges – Commercial	
	2 Marla	50,000
	4 Marla	100,000
	5 Marla	125,000
	8 Marla & above	200,000
11.	Amalgamation of Plots	
	2x Plots	100,000
	3x Plots	150,000
	4x Plots	200,000
12.	Other Charges	
	Issuance of site plan and demarcation	10,000
	Permanent water / sewerage connection	10,000
	Site inspections & completion certificate	25,000
13.	Fines on Violation of Byelaws	
	Violation of Demarcation – Residential	
	5 Marla	25,000
	8 Marla	40,000
	10 Marla	50,000
	Above 10 Marla & below 1 Kanal	50,000
	1 Kanal	100,000
	2 Kanal & above	200,000
	Violation of Demarcation – Commercial	
	2 Marla	50,000
	4 Marla	100,000
	5 Marla	125,000
	8 Marla & above	200,000
14.	Following fine (per year) will be imposed if construction not completed in 3 years (Fine per year)	
	Residential	
	5 Marla	5,000
	8 Marla	8,000
	10 Marla	10,000
	Above 10 Marla & below 1 Kanal	10,000
	1 Kanal	15,000
	2 Kanal	25,000
	Commercial	
	2 Marla	10,000
	4 Marla	15,000
	5 Marla	20,000
	8 Marla	25,000
15.	Other Fines / Dues	
	Application for marking the boundaries again	5,000
	Excessive excavation / construction without approval of drawing / initial demarcation	50,000
	In case of exceeding height limit, 1 ft additional height can be regularized with special permission. Structure exceeding this limit will be demolished.	100,000
	Max up to 6 inches deviation of excessive projection of shades can be regularized	25,000
	Tempering of main sewer line	25,000
	Tempering of water supply line	25,000
	Damages to DHAM road / footpath & services	25,000 + actual cost of repair
	Damage to neighbor's structure	25,000 + actual cost of repair
	Illegal water connection (installation of pump / motor)	50,000



Dumping of debris / waste material / garbage on unauthorized places	15,000 + shifting charges
Commercial activity in residential area without permission	200,000
Unauthorized construction at roof top	50,000 + demolishing of structure
Illegal use of electricity / water	50,000
Increase in height of boundary wall	200 /sft
Cutting of trees without permission	20,000
Duplicate completion certificate or site plan	5,000
Excavation with excavator without permission	50,000
Additional charges of corner plot	10% of Development Charges
Increase in width of house main gate (upto 25 ft)	15,000
Swimming pool charges	50,000/ per year
New construction starts without permission	20,000
Occupation without information	50,000
Construction without inspection	25,000 / for each stage
Dismantling of temporary room	50,000
Duplicate documents	5,000 / each document