

TRANSFER PROCEDURES

DHA MULTAN

Open Transfer Procedure

SERVICE	TIMELINE	CHARGES	DELIVERY
Open Transfer	After Clearance of NDC Certificate (NDC)	According to Plot Size	Transfer Branch

Documents Required (Only the registered Realtors)

1. Open Transfer Set (only Seller affidavit same as normal Transfer).
2. Advance Tax according to FBR sector wise rate.
3. NDC (No Demand Certificate).
4. Registered Realtor undertaking ([Download Specimen from DHA website](#))

Procedure

1. Open Transfer Set will be submitted at Front Desk Office (only seller affidavit 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 / fin will be charged:-
 - a. Realtor Fine - Rs. 50,000.00
 - b. NDC Extension Charges - Rs. 20,000.00
 - c. Late Transfer Fee - Rs. 12,000.00

AGREEMENT FOR OPEN TRANSFER BETWEEN REALTORS

I, _____ S/O _____ CNIC _____ DHA Reg No. _____ CEO _____ has received total consideration amount of File Reference No. _____ Sec/Plot _____ Measuring _____ (Res/Comm) in Phase 1 from Mr. _____ S/O _____ CNIC _____ DHA Reg No. _____ CEO _____ for the purpose of open tfr of above said plot so I authorized Mr _____ CEO for further tfr of this Plot/File from **for which NDC dated _____ for (90 days) and NDC expired on _____**. I hereby declare that no Tfr Set has submitted by me against said plot in DHAM.

I, MR _____ S/O _____ CNIC No _____, DHA Reg No. _____ CEO _____ has paid total price as buyer of this Plot/File to Mr _____ owner of plot file ref no _____. I am now responsible for further transfer of this Plot/File. Furthermore, I am liable to Tfr of this plot to end user and I also have right not to tfr this plot / file to any other realtor. In case of late transfer, I will responsible to pay the fol dues and any other penalty as per DHA bylaws:-

a.	Dealer Fine	_	Rs.	50,000.00
b.	NDC Extn Charges	-	Rs.	20,000.00
c.	Late submission Tfr Fee	-	Rs.	12,000.00
	Total	-	Rs.	82,000.00

Witness: NO-1 _____

CNIC No: _____

Signature: _____

Name: _____

CEO (RA) _____

CNIC No: _____

Signature: _____

Witness: NO-2 _____

CNIC No: _____

Signature: _____

Name: _____

CEO (RA) _____

CNIC No: _____

Signature: _____

Note: This Affidavit will be singed / stamped in front of Dy Dir Tfr / Addl Dir Tfr.

APPROVED / NOT APPROVED

Sta: DHAM/ Sub Office

Date: ____ 2025