

DOCUMENTS REQUIRED FOR TRANSFER (HIBA)

1. Forwarding letter giving the details of the sale / transfer documents.
2. Original Allocation / Allotment / Transfer Letter for cancellation.
3. Declaration of oral gift on stamp paper worth Rs.100, duly attested by the Oath Commissioner.
4. **NO DEMAND CERTIFICATE** after clearance of all the dues and transfer fee.
5. Undertaking by the Donee regarding variation fee.
6. Photo copies of the National Identity Card of both Donor and Donee duly attested by Oath Commissioner / Class one officer / regular member.
7. 2 x Passport size photograph of the donee duly attested.
8. Registration Form (Form filled by purchaser).
9. Cost of Registration Form Rs.350/-
10. Original Transfer / Sale Deed alongwith affidavits of seller and purchaser regarding Surrender of the deed (In case of registered plot).
11. Transfer Fee according to the size of Plot.

From _____

To: The Secretary
Defence Housing Authority
1– Multan Public School Road, Multan

Subject: Transfer of Plot No. _____, Sector _____, Phase _____
DHA Lahore-Multan Chapter

Sir,

1. I have sold / gifted my Property / Plot No. _____ , Sector _____, Phase _____
Measuring _____ Kanal / Marlas, in Phase _____ to _____

2. I have executed necessary transfer papers, which are appended herewith for your necessary action and record please.

3. Following documents are attached.

- a. Original Allocation / Allotment / Transfer letter.
- b. Undertaking by the Purchaser.
- c. No Demand Certificate.
- d. Transfer affidavit duly attested by the Oath Commissioner.
- e. Photocopy of the CNIC of both, Seller and Purchaser.
- f. Associate / regular membership form of the purchaser.

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

Your Sincerely,

DECLARATION OF ORAL GIFT
(HIBA ZABANI BILA EWAZ FOR LEGAL HEIRS WHO HAVE
ATTAINED MAJORITY)

I, _____ having CNIC Number. _____
S/O, D/O, W/O _____

Adult, resident of _____

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

1. That I am a bonafide member of Defence Housing Authority, Lahore-Multan Chapter vide Membership No. _____ dated _____ and was allotted / transferred a plot bearing No. _____ phase _____ measuring _____ Kanals / Marlas or thereabout in the DHA Lahore-Multan Chapter.

2. That on account of natural love and affection which I bear to my Father / Mother / Wife / Son / Daughter _____ S/O, D/O, W/O _____ in presence of witnesses (1) Mr. _____ S/O _____ and (2) Mr. _____ S/O _____ I, by Hiba Zabani Bila Ewaz gifted away the above said property to my wife/ husband/ son/daughter/ father/ mother who is now the owner of the above said property.

3. That I have also handed over complete possession of my above mentioned plot to Mr/Mrs/Miss _____ on the same date i.e. _____ alongwith all relevant documents pertaining to the property / plot.

4. That since then Mr/Miss/Mrs _____ is in exclusive ownership and possession of the property.

5. That I solemnly affirm and declare that the name of Mr/Mrs/ Miss _____ should be entered in the records of the Defence Housing Authority Lahore-Multan Chapter as the owner of the said property.

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

7. I further declare that neither any case is pending in any court against the above mentioned plot/ property nor any stay order is operative.

8. That whatever is stated above is true.

I Mr, Mrs, Miss _____

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

Membership No _____ Owner of Plot No. _____

Whose signatures are given below has executed and signed the documents for transfer of allotment of said Plot in Favour of Mr, Mrs, Miss _____

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

On _____

Legal Advisor /Accounts Officer

Date

Owner / Donor

Donor

Donee

Identification by

Note: I 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.

Donee

UNDERTAKING BY THE DONEE

1. Certified that I agree to pay the Variation in Development charges and plot size on demand.
2. 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.
3. I shall not convert the property to different use(s) or purposes(s) other than that provided or permitted under the regulations.
4. 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.
5. I undertake to pay any variation in plot area.
6. I hereby undertake to abide by all rules, regulations / by laws of the Defence Housing Authority.
7. 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.
8. I shall obey the decision made or instruction issued by the Authority.
9. I shall not involve in violation of Authority's Rules or Regulations.
10. I shall not involve in frivolous litigations with the Authority.
11. I shall not misuse the dwelling or habitually act in an ungraceful manner or the manner which may cause serious nuisance to my neighbours.
12. 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.
13. 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.
14. My 3 specimen signatures are as under:-

Signature _____

Name

AFFIDAVIT

UNDERTAKING BY THE DONEE

I, Mr. _____ S/O _____
Resident of _____, holding
CNIC No, _____ do hereby solemnly affirm and declare as under:-

1. That I have been Gifted an Allocation Letter for _____,
Plot in Phase _____, Defence Housing Authority,
Lahore – Multan Chapter, vide Application Form No _____ which has
been transferred in my name.
2. I am bound to make the payment of all Taxes, CVT and Stamp Duty whatever
is imposed by the Government of Punjab / Pakistan.
3. I also take responsibility to get the sale deed executed in my name if it would
be applicable.

(Deponent)

VERIFICATION

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

(Deponent)

ATTESTED

ACCEPTANCE

I, _____ S/O _____

do, solemnly affirm that my Husband/Mother/ Father/ Son/Daughter by means of HIBA ZABANI BILA EWAZ, gifted away the property / Plot No. _____ in Defense Housing Authority, Lahore-Multan Chapter in the presence of witnesses in my favour and put me in possession as absolute owner of the above said property and delivered all the documents pertaining to the above property and that I have accepted the gift. (Hiba)

Donee

Mr/Mrs/Miss _____

R/O _____

WITNESS

1. _____

2. _____