

**DOCUMENTS REQUIRED**

1. Complete transfer set along with CVT 1, IT5, NDC and Site Plan forms (if required) sent to the Owner by his/ her representative.
2. Request for submission of complete Transfer document set duly attested by Pakistan Embassy / Consulate (specimen attached).
3. Photocopy of Owner's CNIC (duly attested).
4. Photocopy of Passport and Visa with exit and entry stamp (duly attested).
5. Authority letter for submission of papers on E-Stamp paper worth Rs.100/- duly attested by the Oath Commissioner.
6. Fee receipt from Embassy / Consulate General of Pakistan.
7. After submission of documents the same will be verified through QR code & NDC will be submitted by Transfer Branch. After that routine process for NDC is to be pursued.
8. After preparation of NDC, transfer will be carried out in the presence of Authority holder.

**Note:**

- Attached Standard Operating Procedures (SOPs) will be followed to execute transfer of property.

## **SUBMISSION OF TRANSFER DOCUMENTS**

**(To be attested by Pakistan Embassy/ Consulate)**

To:

Secretary DHA  
Main Office Complex  
Commercial Area, Phase 6  
Lahore Cantt.

Subject: **Submission of Transfer Documents of Plot No. \_\_\_\_\_, Sec \_\_\_\_\_, Phase \_\_\_\_\_**  
**Measuring \_\_\_\_\_ Marla / Kanal.**

1. I am owner of the subject plot. I hereby confirm signing of transfer documents in presence of Embassy of Pakistan/ Consulate at \_\_\_\_\_.
2. I hereby authorize my representative Mr./Ms/Mrs. \_\_\_\_\_  
S/D/W of \_\_\_\_\_, having CNIC \_\_\_\_\_  
to submit the documents and execute the transfer process on my behalf.
3. I also confirm the signing of NDC, Site Plan, CVT1 and IT5 Forms.
4. You are requested to execute the transfer ASAP.

Date: \_\_\_\_\_

Sincerely,

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Thumb Impression: \_\_\_\_\_

CNIC #: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### STANDARD OPERATING PROCEDURE (SOP)

If the Seller is residing abroad and cannot appear physically for transfer execution of property, in that case owner can apply for “Seller Abroad Transfer”. Following are the instructions and documentation required:

- a. Seller will nominate authority holder for execution of transfer abroad.
- b. Authority holder will get **the Transfer documents prepared** (list attached) and will forward to Seller abroad at his / her own end.
- c. Seller abroad on receipt of documents will take them to the Pakistan Embassy / Consulate and deposit fee for getting attestation and stamp on the papers.
- d. Seller abroad will sign and thumb impression on complete set of transfer documents in front of Embassy / Consulate representative.
- e. Concerned Embassy / Consulate representative will verify the signature of Seller, where required and will sign & stamp.
- f. Seller abroad will also get the authority letter signed stamp by the Embassy / Consulate representative for further attestation by the MoFA, Camp Office, Lahore.
- g. Pakistan Embassy / Consulate, as per their SOP / Policy may or may not paste QR Code Sticker and will upload the complete set of transfer documents on MoFA, web portal for verification / record purpose.
- h. After signing the complete set of transfer documents duly sign / stamp by the concerned Pakistan Embassy / Consulate, seller abroad will dispatch the documents to his / her authority holder.
- i. Authority holder on receipt of documents will take them pers to the MOFA, Camp Office, Lahore for attestation purpose.
- j. After getting the attestation from MoFA, Camp Office, Lahore authority holder will submit the complete papers at Customer Services Counters at Main Office DHA Lahore.
- k. **DHA Lahore will verify the documents duly attested through QR code being pasted by MoFA.**
- l. On receipt of verified documents from MoFA, Camp Office, Lahore and seller abroad, transfer branch will process the NDC which has already been signed by the seller abroad and will carry-out the transfer procedure as per existing procedure.

#### Note:

Few Pakistan Embassies / Consulate do not sign the NDC form, Site Plan, FBR and CVT-1 form signed by the owner; however, **owner may get them notarized and submit along with transfer documents**, the same may be accepted and verified from the signed documents available for execution of transfer.

**AFFIDAVIT**

**(On E-Stamp paper worth Rs.100/- duly attested by the Oath Commissioner.)**

**AUTHORITY LETTER**

I, \_\_\_\_\_ S/O \_\_\_\_\_  
having CNIC \_\_\_\_\_, Muslim Adult, permanently residing at \_\_\_\_\_  
\_\_\_\_\_, am the lawful owner of Plot No \_\_\_\_\_, block \_\_\_\_\_, in Phase  
\_\_\_\_\_, Measuring \_\_\_\_\_ Marla / Kanal (Residential / Commercial), situated in  
Defence Housing Authority, Lahore Cantt, vide their letter no \_\_\_\_\_  
dated \_\_\_\_\_, which has been sold to Mr. \_\_\_\_\_  
S/O \_\_\_\_\_, having CNIC No \_\_\_\_\_,  
resident of \_\_\_\_\_, that I am living in Abroad, so I am unable to appear in  
the office of DHA Lahore Cantt for the transfer of said Plot. I hereby appoint Mr. \_\_\_\_\_  
S/O \_\_\_\_\_, resident of \_\_\_\_\_,  
having CNIC No \_\_\_\_\_, to complete the transfer procedure in DHA and to get the  
Transfer Document Set attested from MoFA, Camp Office, Lahore personally other relevant departments on  
my behalf, after the transfer of said plot received full and final payment from the purchaser.

That I have no claim at any stage of time from DHA Lahore or Purchaser against the said plot.

\_\_\_\_\_  
(DEPONENT)

**Verification**

Verified on oath at Lahore, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ that the contents of the above  
affidavit are true and correct to the best of my knowledge, information and belief and nothing have been  
concealed therein.

\_\_\_\_\_  
(DEPONENT)