

**DEALER'S
STAMP**

From

Mr / Mrs / Miss _____

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

R/O _____

To: Secretary
DHA Lahore, Gujranwala Chapter
Gujranwala Cantt

Subject: **Request for NDC**

Plot / Property No _____ Sector _____ Phase _____ Membership No _____

I have decided to transfer above referred Plot / Property in the name of Mr / Mrs / Miss _____. I am bound to pay all dues including transfer fee against the Plot / Property. It is, therefore, requested that NDC may please be issued.

Your's Sincerely

Note: I have read the instructions overleaf and deposited the documents as required.

FOR DHA USE ONLY

Dir BC	
LA (Tfr)	
Record Offr	
TO	
Dir Land	
Legal Branch	

Director Transfer

DOCUMENTS TO BE ATTACHED

1. Copy of CNIC.
2. Photocopy of Allocation / Intimation / Allotment / Transfer Letters.
3. Copy of Site Plan for the plots (if possession is open). If not held will be applied for alongwith NDC.
4. Copy of Completion Certificate (in case of Completed House / Building).
5. TIP Paid receipt and clearance certificate from Cantt Board Gujranwala. In case of exemption, exemption certificate be attached.
6. Property Tax receipt and clearance certificate from Cantt Board Gujranwala (in case of Completed House / Building).
7. NOC for Armed Forces Personnel in case of Service Benefit, Appt Benefit and Plot allotted out of defence quota by GHQ AG's Branch (W&R Dte).
8. Attested photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retd JCOs / NCOs and NOKs of Shaheed / Deceased.

Note:-

1. Original Allocation, Intimation, Allotment and Transfer Letter(s) to be surrendered to DHA at the time of transfer.
2. Paid copy of transfer fee, IT-5 Form with bank receipt and other dues (if any) to be submitted at least one day before transfer.