

**NDC FORM**  
**DHA BAHAWALPUR**

DEALER'S  
STAMP

Contact No. of Seller: \_\_\_\_\_  
Contact No. of Purchaser: \_\_\_\_\_

**Type of NDC**  
 Purchaser not decided (Open NDC)  
 Purchaser decided (Filled NDC)

**Seller's Detail:**

From  
Mr./Mrs./Miss \_\_\_\_\_  
S/O, D/O, W/O \_\_\_\_\_  
R/O \_\_\_\_\_

Plot  House/Building  Under  
Construction  Allocation File

Type of Transfer:  Regular  HIBA  
Foreign Transfer:  
 Purchaser Abroad  Seller Abroad  
 Transfer on court orders

Choice of Station for Transfer  
 Bahawalpur Head Office  
 Lahore  Karachi  
 Islamabad

To: Secretary,  
DHA Bahawalpur.

Subject: **Request for NDC**

Plot/Property No. \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_ Membership No \_\_\_\_\_

Ref No \_\_\_\_\_. I have decided to transfer above referred Plot/Property in the name of  
(Buyer) Mr./Mrs./Miss \_\_\_\_\_ S/O, D/O, W/O

\_\_\_\_\_ CNIC NO \_\_\_\_\_. I am bound to pay  
all dues including transfer fee against the Plot / Property. It is, therefore, requested that NDC  
may please be prepared.

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

\_\_\_\_\_  
Signature/Thumb of Seller

**FOR DHA USE ONLY**

<b>Dir BC</b>		
<b>LA (Tfr)</b>		
<b>TO-1</b>		
<b>TO-2</b>		
<b>ADE</b>		
<b>Legal Branch</b>		
<b>Dy Dir/ Manager Transfer</b>	<b>Detail of Purchaser at the time of transfer (In Case of Open NDC)</b>	<b>Signature &amp; Stamp of Offr</b>

**DT & R**

## **DOCUMENTS TO BE ATTACHED**

1. Attested copies of CNIC of Seller & Buyer.
2. Expired CNICs will not be accepted.
3. Photocopy of Allocation / Intimation / Allotment / Transfer Letters.
4. Attach Photocopies of Demand Draft / Pay Orders of down payment & installments.
5. Copy of Site Plan for the plots (if possession is open). If not held will be applied for along with NDC.
6. NDC form with Cutting / Overwriting will not be accepted.
7. Copy of Completion Certificate (in case of Completed House / Building).
8. TIP Paid receipt clearance certificate from Bahawalpur Cantt Board (in case of constructed property). In case of exemption, exemption certificate be attached.
9. Property Tax receipt and clearance certificate from Bahawalpur Cantt Board.
10. NDC for Armed Forces Personnel in case of service benefit Plots / Plots allotted out of Defence quota from GHQ AG's Branch (W&R Dte).
11. Attested photo copies of Pension Book, Discharge Certificate and Form 'B' in case of Retd JCO's/ 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 and other dues (if any) to be submitted at least one day before transfer.
3. NDC will remain applicable till the due date of next installment.