

### DOCUMENTS REQUIRED

1. **NO DEMAND CERTIFICATE** after clearance of all the dues and transfer fee.
2. Original Allotment / Transfer Letter for cancellation.
3. Declaration of gift on stamp paper worth Rs. 100.00 duly attested by the Oath Commissioner.
4. Forwarding letter giving details of the sale / transfer documents.
5. Undertaking by the Donee regarding variation fee.
6. Photocopies of the Computerized National Identity Card CNIC of both Donor and Donee duly attested by the Oath Commissioner / Class one officer / regular member.
7. 2x passport size photographs of the Donee duly attested.
8. **Associate** Membership (AM Fee Rs. 40,000/-) form of purchaser.
9. Cost of AM Form Rs. 350/-
10. Original Transfer / Sale deed along with affidavits of seller & purchaser regarding surrender of the deed (In case of registered plot).
11. Transfer Fee according to the size of the plot.
12. Copy of FRC ( Family Registration Certificate) dully attested by NADRA.
13. Stamp Duty Tax

## HIBA TRANSFER

---

From. Mr/ Mrs/ Miss \_\_\_\_\_  
S/D/W of \_\_\_\_\_  
CNIC No \_\_\_\_\_

To: Director Transfer & Record  
Defence Housing Authority  
Bahawalpur.

Subject: **Transfer of RefNo. \_\_\_\_\_, Plot/ House No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_,**  
**DHA Bahawalpur.**

Sir,

1. I have sold/ gift my Plot/ House Ref No \_\_\_\_\_ Plot/ House No \_\_\_\_\_, Sector \_\_\_\_\_, measuring \_\_\_\_\_ Phase \_\_\_\_\_ to Mr/ Mrs/ Miss \_\_\_\_\_ S/D/W of \_\_\_\_\_ having CNIC No. \_\_\_\_\_
2. I have executed necessary transfer/ gift papers, which are appended herewith for your necessary action and record please.
3. Following documents are attached.
  - a. Original Allotment/ Transfer/ Intimation letter.
  - b. Undertaking by the purchaser Donnie.
  - c. No demand certificate.
  - d. Transfer/ gift affidavit duly attested by the Oath Commissioner.
  - e. Photocopy of the CNIC of both, Donner and Donnie.
  - f. Associate/ regular membership form of the Donnie.
4. Kindly transfer/ gift the above said plot in favor of the above said purchaser.

Yours Sincerely,

\_\_\_\_\_  
Donor Signature  
(Thumb Impression)

\_\_\_\_\_  
Donor Signature  
(Thumb Impression)

\_\_\_\_\_  
Donor Signature  
(Thumb Impression)

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

I, \_\_\_\_\_ having CNIC # \_\_\_\_\_  
S/O, W/O, D/O \_\_\_\_\_

Muslim, Adult, resident of \_\_\_\_\_ In possession of our free will and without any coercion or duress, do hereby solemnly affirm and declare asunder:-

1. That we are the bonafied Members of Defence Housing Authority Bahawalpur, vide membership No. \_\_\_\_\_ Dated \_\_\_\_\_ and was allotted/ gift / transferred a plot/ House bearing No. \_\_\_\_\_ Sector \_\_\_\_\_, Phase \_\_\_\_\_ measuring \_\_\_\_\_ Marla's or thereabout in the Bahawalpur.

2. That on account of natural love and affection which we bear to our/ My Father/Mother/Wife/Son/Daughter/Brother/Sister \_\_\_\_\_ s/o, d/o, W/O \_\_\_\_\_ in Presence of witnesses

(1) Mr. \_\_\_\_\_ S/O \_\_\_\_\_ and

(2) Mr. \_\_\_\_\_ S/O \_\_\_\_\_, we, by Hiba Zabani Bila Ewaz gifted away the above said property to My/ Our \_\_\_\_\_ who is now the owner of the above said property.

3. That we have also handed over complete possession of our above mentioned plot/ House to Mr/Mrs/Miss \_\_\_\_\_ on the same date i.e \_\_\_\_\_ along with all relevant documents pertaining to the property / plot/ House.

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

5. That we solemnly affirm and declare that the name of Mr/Mrs./Miss \_\_\_\_\_ should be entered in the records of the Defence Housing Authority Bahawalpur as the owner of the said property.

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

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

8. That whatever is stated above is true.

Donnie \_\_\_\_\_

Donor \_\_\_\_\_

Dated \_\_\_\_\_

**Witnesses**

1. \_\_\_\_\_  
(CNIC \_\_\_\_\_)

2. \_\_\_\_\_  
(CNIC \_\_\_\_\_)

I Mr, Mrs, Miss \_\_\_\_\_  
S/O, W/O, D/O \_\_\_\_\_  
Reference No. \_\_\_\_\_ Owner of Plot/ House No. \_\_\_\_\_ Sector \_\_\_\_\_  
Phase \_\_\_\_\_ Measuring \_\_\_\_\_ whose signatures are given below has executed and  
signed the documents for transfer of allotment of said Plot/ House in favour of Mr/ Mrs/ Miss  
\_\_\_\_\_ S/D/W of \_\_\_\_\_ CNIC No  
\_\_\_\_\_  
  
**On Dated** \_\_\_\_\_

Donor

Identified By

Donnie

Identified By

**UNDERTAKING BY THE DONNIE**

I, \_\_\_\_\_ S/D/W of \_\_\_\_\_  
R/O \_\_\_\_\_

holding CNIC No \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That I have purchased/Gifted Ref No \_\_\_\_\_, Plot/ House No \_\_\_\_\_ in Sector \_\_\_\_\_ Phase \_\_\_\_\_ measuring \_\_\_\_\_ situated in Defence Housing Authority, Bahawalpur, which has been transferred in my name.
2. Certified that I am agreed to pay the variation in development charges, and plot/ House size on demand.
3. 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.
4. I shall not convert the property to different use(s) or purposes(s) other than that provided or permitted under the regulations.
5. I will ensure that Plot/house Tax/Other dues to the Cantt Board Bahawalpur have been paid. I shall not default or fail in payment of taxes and other dues of Central/ Provincial Government
6. I undertake to pay for any variation in plot/ House area.
7. I hereby undertake to abide by all rules, regulations/bye Laws of the DHA Bahawalpur.
8. I shall not damage the interest of the Authority and my act or mission shall not be detrimental to the aims and objectives as well as the reputation of the Authority.
9. I shall obey the decision made or instruction issued by the authority.
10. I shall not involve in violation of Authority's Rules or regulations.
11. I shall not involve in frivolous litigations with the authority.
12. I shall not misuse dwelling or habitually act in an ungrateful manner or the manner which may cause serious nuisance to my neighbors.
13. That I am bound to make the payment of development charges as per schedule issued by DHA and any other variation in transfer charges.
14. **I am bound to make the payment of all Taxed Stamp duty whatever is imposed by the Govt. of Punjab/Pakistan, and enhanced FBR Tax on behalf of seller as well, Subject to the implications and enforcement of Fin Act.**
15. I also take responsibility to get the sale/ gift deed executed in my name, if it would be applicable
16. That whatever is stated above is true to best of my own knowledge and belief.
17. My three specimen's signatures and thumb prints are as under:-

Signatures: \_\_\_\_\_

**VERIFICATION:-** Verified on Oath at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, that the contents of the above affidavit are correct and true to the best of my knowledge, information, belief and nothing has been concealed therein.

**(DEPONENT)**

**ACCEPTANCE**

I, \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_,  
having CNIC No. \_\_\_\_\_ do, solemnly affirm that my  
Husband/ Mother/Father/Son/Daughter/Brother/Sister by means of HIBA ZABANI BILA  
EWAZ, gifted away the property / Ref No \_\_\_\_\_ Plot/ House No.  
\_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_ in Defence  
Housing Authority, Bahawalpur in the presence of witness 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).

**Donnie** \_\_\_\_\_

Mr./Mrs./Miss \_\_\_\_\_

R/O \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WITNESSES**

1. \_\_\_\_\_

(CNIC) \_\_\_\_\_

2. \_\_\_\_\_

(CNIC) \_\_\_\_\_