

# TRANSFER FORMALITIES OF PLOT/HOUSE FAZAIA HOUSING SCHEME LAHORE – I

## NOTE

**IN NO CASE THE PLOT WOULD BE TRANSFERRED ON THE NAME OF FIRMS / TRUST / NGOS / GOVERNMENT / SEMI GOVERNMENT ORGANIZATIONS ETC.**

## NORMAL TRANSFER

### Formalities by the seller

The seller is to provide the following documents to Directorate of Estate Projects for transfer of plot:-

- (a) Application for Transfer of plot by seller.
- (b) Attested Photo copy of computerized National Identity Card (CNIC) of seller.
- (c) Affidavit on stamp paper of Rs 20/- (Drawn in the name of Seller) attested by Notary public.
- (d) Draft/Pay Order for all outstanding dues if any in favour of Directorate of Estate Projects, Air Headquarters, Islamabad.
- (e) Original Allotment Letter shall be returned to the Directorate of Estate Projects at the time of transfer of plot.
- (f) Application for NOC to Director Estate Projects.

**Note:-** Seller and purchaser have to appear in person (no exemption in any case) at Directorate of Estate Projects to sign transfer documents and original CNICs of seller & purchaser are also required at time of transfer for verification.

### Formalities by purchaser

Purchaser is to provide the following documents to Directorate of Estate Projects for transfer of plot:-

- (a) Membership form attested by class-I gazetted Notary Public.
- (b) Attested photo copy of CNIC of purchaser.
- (c) Attested photo copy of CNIC of NOK.
- (d) Affidavit on stamp paper of Rs 20/- (drawn in the name of purchaser) attested by Notary Public.
- (e) Specimen of agreement on stamp paper of Rs 50/- (drawn in the name of purchaser) attested by Notary Public.
- (f) One passport size photograph of the purchaser.
- (g) Draft/Pay Order for Transfer/membership fee in favour of Directorate of Estate Projects, Air Headquarters, Islamabad.
- (h) Deposit of 2% CVT and 2% Stamp Duty levied by Govt of Punjab in Govt Treasury before transfer of plot.

## TRANSFER OF PLOT IN DEATH CASE

Application is to be given by next of kin/legal heirs with complete details. On intimation from Directorate of Estate Projects in writing the next of kin/legal heirs would submit following documents:-

- (a) Membership application form.
- (b) Original allotment letter issued by Directorate of Estate Projects.
- (c) Certificate by widow of deceased (Affidavit on stamp paper of Rs 20).
- (d) Attested copy of death certificate.
- (e) Attested photo copy of CNIC of member nominee, witnesses and all the legal heirs.
- (f) The succession certificate is to be produced from the competent court of law.
- (g) Undertaking of all the legal heirs. (On stamp paper of Rs 20/-).
- (h) Agreement on stamp paper of Rs 50/- (drawn in the name of member) attested by Notary Public
- (i) Appearances of all legal heirs are compulsory.
- (j) Deposit 2% Stamp Duty (CVT 2% exempted in death transfer case) levied by Govt of Punjab in Govt Treasury before transfer of plot

## TRANSFER OF PLOT TO FAMILY MEMBER AS GIFT

1. For Transfer of gift plot following documents would be required:-

- (a) Membership application form duly attested by Notary Public.
- (b) Affidavit by the Donor & Donee on stamp paper of Rs 50/- duly attested by Notary Public.
- (c) Application for Gift of Plot duly attested by Notary Public.
- (d) Attested photo copy of CNIC of Donor, Donee, NOK & 02 witnesses.
- (e) Original allotment letter issued by Directorate of Estate Projects.
- (f) Draft / Pay order for all outstanding dues if any in favour of Directorate of Estate Projects (Fazaia Lahore), Air Headquarters, Islamabad.
- (g) Draft / Pay order for Transfer/Membership fee in the favour of Directorate of Estate Projects (Fazaia Lahore), Air Headquarters, Islamabad.
- (h) Application for NOC to Director Estate Projects
- (i) Appearance of Donor and Donee are compulsory.
- (j) Deposit 2% Stamp Duty (CVT 2% exempted in gift transfer case) levied by Govt of Punjab in Govt Treasury before transfer of plot
- (k) The plot can be transferred as gift to Father, Mother, Husband, Wife, Son and Daughter only.

**NOTE:- THE TRANSFER OF MORE THAN ONE PLOT AS A GIFT, WOULD BE CHARGED NORMAL TRANSFER FEE.**

## **TRANSFER OF PLOT ON FOREIGN POWER OF ATTORNEY**

1. Transfer of plot on Foreign Power of Attorney is extended to members as per following procedure:-

- (a) Member living abroad would submit foreign power of attorney through nominated attorney duly verified by concerned Pakistani Embassy, verified by Ministry of Foreign Affairs and Registered in Registrar's Office.
- (b) Directorate of Estate Projects would dispatch the same foreign power of attorney to concerned embassy for re-verification.
- (c) On receiving back the foreign power of attorney, the nominee would be informed for further transfer action of plot

## **PROCEDURE FOR THE DUPLICATE ALLOTMENT LETTER**

1. In case of loss of original allotment letter by the member, the following procedure would be followed for getting duplicate copy of allotment letter:-

- (a) Application form for Duplicate Allotment Letter by the member. (With attested CNIC Copy)
- (b) Affidavit on stamp paper of Rs 20/- by member.
- (c) Attested Photo copy of FIR indicating loss of allotment letter.
- (d) Draft/Pay Order for Duplicate Allotment Letter Fee Rs 1,500/- in favour of Directorate of Estate Projects, Air Headquarters, Islamabad

## MEMBERSHIP/TRANSFER FEE CHARGES

### MEMBERSHIP FEES

Category of Plot	Membership Fees
Residential (All Sizes of Plots)	Rs 5,000/-
Commercial (All Sizes of Plots)	Rs 10,000/-

### TRANSFER FEES OF RESIDENTIAL PLOTS

Type of Transfer	Size of Plot	Per Sq Yds	Transfer Fee
Normal Transfer	800 Sq Yds	Rs 150/-.	Rs 1,20,000/-
Gift Transfer	800 Sq Yds	Rs 25/-	Rs 20,000/-
Normal Transfer	500 Sq Yds	Rs 150/-.	Rs 75,000/-
Gift Transfer	500 Sq Yds	Rs 25/-	Rs 12,500/-
Normal Transfer	250 Sq Yds	Rs 150/-.	Rs 37,500/-
Gift Transfer	250 Sq Yds	Rs 25/-	Rs 6,250/-

### TRANSFER FEES OF RESIDENTIAL HOUSES

Type of Transfer	Size of House	Per Sq Yds	Transfer Fee
Normal Transfer	800 Sq Yds	Rs 200/-	Rs 1,60,000/-
Normal Transfer	500 Sq Yds	Rs 200/-	Rs 100,000/-
Normal Transfer	250 Sq Yds	Rs 200/-	Rs 50,000/-
Normal Transfer	125 Sq Yds	Rs 200/-	Rs 25,000/-

### TRANSFER FEES OF COMMERCIAL PLOT/BUILDING

Type of Transfer	Size of Plot	Per Sq Yds	Transfer Fee
Commercial Plot	125 Sq Yds	Rs 600/-	Rs 75,000/-
Commercial Building	125 Sq Yds	Rs 800/-	Rs 100,000/-

### POSSESSION FEES OF RESIDENTIAL PLOT

Type of Possession	Possession Fee
Possession Fee for Original Allottee	Rs 6,000/-
Possession Fee for Purchaser	Rs 7,000/-