

PROCEDURE FOR TRANSFER OF PLOT FAZAIA HOUSING SCHEME-II LAHORE

Formalities by the seller

The seller is to provide the following 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 Dte of Estate Projects, AHQ 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 Dte 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 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, AHQ Islamabad.
- (h) **Deposit of 2% CVT and 2% Stamp Duty levied by Govt of Punjab in Govt Treasury before transfer of plot.**

TRANSFER FEE

Membership Fee 5, 000		
Category	Plot Size	Normal Transfer
Residential	500	75,000+5,000= Rs 80,000
	250	55,000+5,000= Rs 60,000
	175	45,000+5,000= Rs 50,000
	125	35,000+5,000= Rs 40,000
Membership Fee 15, 000		
Commercial	125	125,000+15,000= Rs 1,40,000
	Various Sizes	Rs 1,000 / Sq Yds

**TRANSFER OF PLOT FAZAIA HOUSING SCHEME-II
SHARIF COMPLEX ROAD, LAHORE
(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 Dte.
 - (f) Draft / Pay order in the favour of Directorate of Estate Projects (Fazaia Lahore-II), Air Headquarters, Islamabad.
 - (g) NOC from DCAS(A) / Director Estate Projects.

2. **Appearance of Doner and Donee are compulsory.**

**TRANSFER FEE
GIFT OF PLOT**

Category	Plot Size	Gift Transfer
Residential	500	25,000+5,000= Rs 30,000
	250	20,000+5,000= Rs 25,000
	175	15,000+5,000= Rs 20,000
	125	12,000+5,000= Rs,17,000
Commercial	125	44,000+15,000= Rs 59,000
	Various Sizes	Rs 350 / Sq Yds

*** Note:- Deposit 2% Stamp Duty (CVT 2% exempted in gift transfer case) levied by Govt of Punjab in Govt Treasury before transfer of plot.**

PROCEDURE FOR THE DUPLICATE ALLOTMENT LETTER IN CASE OF ORIGINAL ALLOTMENT LETTER IS LOST

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) Written application by the member. (With CNIC Copy)
- (b) Affidavit on stamp paper of Rs 20/- by member (Appendix 'M').
- (c) Photo copy of police report indicating loss of allotment letter.
- (d) Draft/Pay Order for Duplicate Allotment Letter Fee Rs 1,500/- in favour of Dte of Estate Projects, AHQ Islamabad.

PROCEDURE FOR TRANSFER OF PLOT
FAZAIA HOUSING SCHEME-II LAHORE
(Death Case)

Transfer of plot in Death Case

9. Application is to be given by next of kin/legal heirs with complete details. On intimation from Dte 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 Dte.
- (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) Appearances of all legal heirs are compulsory.
- (i) 2% Stamp duty will have to be deposited in Govt Treasury at the time of transfer.**