

TRANSFER FORMALITIES OF PLOT/HOUSE FAZAIA HOUSING SCHEME RAWALPINDI

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 Directorate of Estate Projects at the time of transfer of plot.
- (f) Application for NOC to Director Estate Projects
- (g) Clearance Certificate from FEC (Fazaia Executive Committee).

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) Clearance Certificate from FEC (Fazaia Executive Committee).
- (i) Appearances of all legal heirs are compulsory.
- (k) 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 Rawalpindi), Air Headquarters, Islamabad.
- (g) Draft / Pay order for Transfer/Membership Fee in favour of Directorate of Estate Projects (Fazaia Rawalpindi), 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, AHQ Islamabad

MEMBERSHIP/TRANSFER FEE CHARGES

MEMBERSHIP FEE

Category of Plot	Membership Fees
Residential (All Sizes of Plots)	Rs 1,000/-

TRANSFER FEES OF RESIDENTIAL PLOTS

Type of Transfer	Size of Plots	Sq Yds	Transfer Fee
Normal Transfer	800 Sq Yds	Rs 150/-	Rs 1,20,000/-
Gift Transfer	800 Sq Yds	Rs 15/-	Rs 12,000/-
Normal Transfer	600 Sq Yds	Rs 150/-	Rs 90,000/-
Gift Transfer	600 Sq Yds	Rs 15/-	Rs 9,000/-

TRANSFER FEES OF RESIDENTIAL HOUSES

Type of Transfer	Size of Plot	Transfer Fee
Normal Transfer	800 Sq Yds	Rs 250,000/-
Gift Transfer	800 Sq Yds	Rs 25,000/-
Normal Transfer	600 Sq Yds	Rs 200,000/-
Gift Transfer	600 Sq Yds	Rs 20,000/-

NON UTILIZATION CHARGES

Description	Amount (Per Month)
Non Utilization Charges on Vacant Plot	Rs 5,000/-

POSSESSION FEE OF RESIDENTIAL PLOTS

Type of Possession	Possession Fee
Possession Fee for all Category	Rs 6,000/-

