

To: Management Etihad Garden, Rahim Yar Khan	Payment Status : Completed <input type="checkbox"/> Part Payment <input type="checkbox"/>
Subject: Request for Sale / Hiba of Plot / Property	
I / We have decided to transfer Plot # / Property # _____ Block _____ Phase _____, Residential / Commercial . I /We am / are bound to pay all dues including transfer fee against the property / plot. It is therefore requested that NDC may please be processed accordingly. I / we also confirm that I/we have read and will abide by the IMPORTANT INSTRUCTIONS mentioned overleaf where applicable.	
Dated: _____	Yours Sincerely,
<i>(In case of more than one Owner(s), all Owners will sign, including living abroad)</i>	

NDC Applied Direct by the Owner: <input type="checkbox"/>	Through Estate Agent: <input type="checkbox"/>	Through Authority Holder: <input type="checkbox"/>
Plot: <input type="checkbox"/>	House / Building: <input type="checkbox"/>	Under Construction: <input type="checkbox"/>
Allocation File: <input type="checkbox"/>		
Type of Transfer: REGULAR <input type="checkbox"/> HIBA <input type="checkbox"/> (Father/Mother/Wife/Husband/Son/Daughter)		
Purchaser Abroad : <input type="checkbox"/>	Purchaser Out Station: <input type="checkbox"/>	Seller Abroad: <input type="checkbox"/>
Transfer on Court Orders: <input type="checkbox"/>		

Owner's Details & Signatures <i>(In case of more than one Owner, anyone can sign)</i>	Name :											
		S/D/W of										
	CNIC #:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Address:											
Dated: _____	Mobile# :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

I hereby authorize my Authority Holder / Estate Agent to submit NDC of my / our plot on my / our behalf.

Owner's Signatures: _____ *(In case of more than one Owner, anyone can sign)* **Dated:** _____

Authority Holder / Estate Agents Details, Stamp & Signatures <i>(Stamp of Estate Agent is Mandatory)</i>	Name:											
		S/D/W of										
	CNIC #:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Address:											
Dated: _____	Mobile #:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

FOR OFFICE USE ONLY		Signatures & Date	
Building Control Dept			
Legal Dept			
Finance Dept			
Audit Dept			

Transfer & Record Department		NDC Observations List <i>(Tick only applicable Observations)</i>	
AM Transfer		Booking Form	
Transfer Officer		Allotment Letter	Allocation Letter
Head Transfer & Record		Registration Form	Transfer Letter
		Cancellation of NDC	Possession Letter
		Copy of Sale Deed between Seller & Buyer	SPA Cancellation
		PRA NOC	
		Investment Form (if applicable)	
Dated: _____			

DOCUMENTS REQUIRED

1. 01 x Photocopy of Booking Form/Allocation/Allotment/Transfer Letter (Last Ownership Letter). Besides all payment slips are also required to submit.
2. 01 x Photocopy of CNIC ex SELLER.
3. 01 x Photocopy of CNIC ex PURCHASER.
4. 01 x Photocopy of CNIC ex ESTATE AGENT (if applicable).
5. Copy of Family Registration Card (FRC) issued from NADRA is **MANDATORY** for HIBA Cases.
6. In case of Possession Plots, 01 x Photocopy of Site Plan (for the plots only), if not held NDC with Site Plan will be applied.
7. Clearance Certificate from Excise & Taxation Office
8. PRA Tax (if applicable)
9. In case of Constructed Property:
 - a. 01 x photocopy of Completion Certificate ex TMA.
 - b. Clearance Certificate from Excise & Taxation Office.
10. Completion Certificate from TMA in case of constructed house.
11. Paid Challan Slip of NDC Submission Fee

IMPORTANT INSTRUCTIONS

1. NDC can **ONLY** be submitted by Owner personally or through Estate Agent or through Authority Holder (For Onus of responsibility purpose)
2. In case of cancellation of NDC, NDC cancellation Affidavit by the Owner is **MANDATORY**.
3. Validity Period of NDC is as under, however, in case NDC expires then renewal will be done on payment of Renewal Fee.
 - a. House / Building **30 x days**
 - b. Non-Possession / Possession Plot **30 x days**
4. At the time of Transfer execution surrender of **ORIGINAL** Booking / Allocation / Allotment / Transfer Letter is **MANDATORY**.
5. In case of non – availability of required original Ownership letter (s), Procedure for Loss of Document is **MANDATORY** before Transfer Execution.
6. In case of more than one Owner, Signatures of complete Owners is **MANDATORY**.
7. NDCs applied with **ORIGINAL SIGNATURES** will be acceptable. No photocopied or scanned copies will be entertained.
8. With each passing month after submission of NDC, updated dues will be cleared before Transfer Execution e.g., Water & Sewerage Charges, Security Charges etc.
9. For smooth execution of Transfer, Owner of the Plot / Property will ensure that all previous unsuccessful deals have been settled down.
10. NDC will only be submitted either by owner (self) or through Estate Agent or through Authority Holder.
11. All columns must be filled for smooth functioning.

NOTE:

- a. In case of **COMPANY / TRUST / FIRM / PARTNERSHIP**, kindly refer to set of instructions available at Document Counter.
- b. In case of Minors, Guardianship Certificate and permission to sell is **MANDATORY**.