# DOCUMENTS REQUIRED

1. 1 x Photocopy of CNIC
2. 1 x Photocopy of Allocation / Intimation / Allotment / Transfer Letters
3. 1 x Photocopy of Site Plan for the plots (if possession is open), If not held will be applied for along with NDC.
4. 1 x Photocopy of Completion Certificate (in case of Completed House / Building)
5. TIP Paid receipt and clearance certificate from Walton / Lahore Cantt Board (In case of constructed property).
6. Property Tax receipt and clearance certificate from Walton / Lahore Cantt Board. **In case of exemption, exemption certificate be attached.**
7. In case of Company / Trust / Firm / Partnership, kindly refer to set of instructions available at Reception / Website.
8. NOC for Armed Forces Personnel in case of service benefit Plots/ Plots allotted out of Defence quota from GHQ AG's Branch (W&R Dte).
9. Attested photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Rtd. JCOs/NCOs and NOKs of Shaheed / Deceased.
10. In case of Hiba transfer, 1 x Photocopy of Family Registration Certificate (FRC) to be attached.
11. **For Haly Tower/ Gold Crest/ Penta Square:**
    a. **No Objection Certificate from concerned O & M Company is mandatory.**
    b. **Undertaking by the purchaser/ Donee is mandatory for submission along with Transfer documents set.**

**Note:**

1. Original Allocation, Intimation, Allotment, Transfer Letter(s) and original NOC (GHQ) to be surrendered to DHA at the time of transfer.
2. Paid copy of transfer fee and other dues (if any) to be submitted at least two days before transfer.
3. Physical appearance of Minor at the time of transfer of property is mandatory even if Guardian is already appointed from court of Law.
4. In case of NOKs of Shuhadas/ WWPs/ JCOs, endorsement stamp from Property Exchange Branch is required prior to submission of NDC.

**Validity Period of NDC:**

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| • House / Building | 30 days | If the transfer of plot is carried out in the next month of application of NDC, updated dues will be cleared before transfer. |
| • Non Possession / Possession Plot | 90 days | |