

## **TRANSFER PROCEDURES / SOP OF PLOT/HOUSE FHS LAHORE**

1. Procedure for NOC & regular transfer of plot.
2. Procedure for transfer of plot as gift.
3. Procedure for transfer plot of in case of death.
4. Procedure for transfer of plot through foreign Power of Attorney (Purchaser).
5. Procedure for transfer of plot through foreign Power of Attorney (Seller).
6. Issuance of allotment / Transfer letter (Routine / Urgent).
7. Procedure for issuance of duplicate allotment letter.
8. Registration of Property Dealers.
9. Change of Name.
10. Outstation Transfer.
11. SITE Plan
12. Misc Charges

## TRANSFER PROCEDURE OF PLOT / HOUSE-FHS-LHR

### Application for NOC of Property

1. This is the first step for transfer in which owner has to clear all outstanding objections and dues.
2. **Procedure For NOC**
  - (a) NOC form will be available at FHS Lahore Transfer Section and website - (Annexure "A")
  - (b) Seller / dealer will submit the NOC along with the documents mentioned below to Incharge Transfer Section at FHS Lahore.
  - (c) If the required documents are complete, the Incharge Transfer Section will issue receipt of documents to the customer.
  - (d) Customer will come on the date provided on the receipts to collect payment / dues detail from Accounts Counter FHS Lahore.
  - (e) After paying the dues, customer submits the copies of Voucher / Pay Order of all dues at Accounts Counter.
  - (f) In case of house, customer will have to coordinate with RE Branch for surveyor visit and dues clearance.
3. **Time lines** - 5 working days from date of clearance of all dues.  
15 working days (completed house / Building)
4. **Documents required for NOC**
  - (a) 1x Photocopy of CNIC (owner).
  - (b) 1x Photocopy of allotment/ Transfer letter.
  - (c) 1x photocopy of completion certificate (in case of completed house / building).
  - (d) NOC for PAF personnel from AHQ is also required in case of services benefit plot allotted out of Defence quota (Annexure "A1").
  - (e) 2x Recent Passport size photographs of owner with blue background.
5. **NOC will be checked by following for clearance: -**
  - (a) Incharge Transfer & Record Section.
  - (b) Finance section clerk.
  - (c) RE Staff.
  - (d) DD Finance.
  - (e) Assistant Director RE.
  - (f) Legal Advisor (If Required).
  - (g) Director Transfer & Record.
6. After Approval of NOC application form, from PD (FHS-Lhr) Dir. Transfer & Record will issues NOC. Owner / Dealer will collect NOC from Incharge Transfer Section or if requested by owner, it will be dispatched at his address.

**PROCEDURE FOR REGULAR TRANSFER OF PLOT**  
**FAZAIA HOUSING SCHEME I / II-LAHORE**

**Procedure**

1. Transfer documents as mentioned in para 6 will be received by Asst Transfer Clerk at Reception.
2. Transfer papers will be checked by Incharge Transfer Section and counter checked by Dir Transfer & Record.
3. Transfer will be executed along with biometric process / pictures.
4. Seller and purchaser have to appear in person (no exemption in any case) along with original CNICs at the time of transfer for verification, at Fazaia Housing Scheme, Raiwind road, Lahore for transfer of plot. However, if any PAF Officer is unable to appear at FHS Lhr for transfer due to some unavoidable circumstances can appear at Fazaia reception AHQ Islamabad / Karachi for transfer of plot. In such cases Transfer Letter will be issued to the new owner after confirmation of payment receipt from seller.
5. Transfer slip will be issued to Purchaser giving details of the plot / house and documents deposited. Date for collection of transfer letter will be mentioned along with the period up to which transfer letter can be collected without any surcharge / fine. After this date an amount of Rs 5,000/- Year will be charge as fine.

**PROCEDURE FOR TRANSFER OF PLOT**  
**FAZAIA HOUSING SCHEME (PHASE-I & II) LAHORE**

**Formalities by the Seller**

6. The seller is to provide the following to Fazaia Housing Scheme, Raiwind Road, Lahore for transfer of plot (valid for FHS-I, II both):-

- (a) NOC for transfer of plot/house obtained from Fazaia Housing Scheme, Raiwind Road, Lahore. (Annexure "A").
- (b) Application for Transfer of plot. (Annexure "B").
- (c) 2 x Recent Passport Size Photographs with Blue Background.
- (d) Attested Photo copy of computerized National Identity Card (CNIC).
- (e) Affidavit on stamp paper of Rs 50/- (Drawn in the name of Seller) attested by Notary Public. (Annexure "C")
- (a) Draft / Pay Order for all outstanding dues, if any, in favor of "**AHQ Project-1 (Dett Lahore-I**", (For FHS-I LHR) & "**AHQ Project-1 (DETT) Lahore-II**" (For FHS-II LHR).
- (f) Original Allotment/Transfer Letter.
- (g) **Withholding tax 236-C, in case plot is being resold within 5 years. (1% for filer & 2 % for Non filer of the recorded amount as per sale deed).**
- (j) **Clearance Certificate of Property Tax obtained from Excise & Taxation Office, Lahore.**

**Formalities by Purchaser**

7. Purchaser is to provide the following to Fazaia Housing Scheme, Raiwind Road, Lahore for transfer of plot: -

- (b) Membership form duly attested by Notary Public. Annexure "D"
- (c) Attested photo copy of CNIC of purchaser.
- (d) Attested photo copy of CNIC of NOK and 02 witnesses.
- (e) Affidavit on stamp paper of Rs 50/- (drawn in the name of purchaser) attested by Notary Public. Annexure "E"
- (f) Agreement between Dte of Estate Project Air Headquarters Islamabad and purchaser on stamp paper of Rs 50/- (drawn in the name of Purchaser) attested by Notary Public. Annexure "F"
- (g) 2 x Recent Passport Size Photographs with Blue Background.
- (h) Draft / Pay Order for all outstanding dues, if any, in favor of "**AHQ Project-1 (Dett Lahore-I**", (For FHS-I LHR) & "**AHQ Project-1 (DETT) Lahore-II**" (For FHS-II LHR).
- (i) Photocopy of full payment sale deed on stamp paper of Rs 1,200/- (Sale agreement between seller and purchaser).
- (j) **Stamp Duty levied by Govt of Punjab in Govt Treasury along with E-stamp papers.**
- (k) **Advance Tax @ 1% for Filer and 2% for Non-Filer on FBR rates.**
- (l) **TMA Tax @ 1% of DC rates.**

AHQ/\_\_\_\_\_/EP

Directorate of Estate Projects  
Air Headquarters, Islamabad

Dear Sir,

**APPLICATION FOR TRANSFER OF PLOT / HOUSE  
FAZAIA HOUSING SCHEME-(I/II) LAHORE**

(By Seller)

1. It is informed that I have sold my Plot / House No \_\_\_\_\_ Street No / Road \_\_\_\_\_  
\_\_\_\_\_ Block \_\_\_\_\_ in Fazaia Housing Scheme-(I/II) Lahore to Mr / Mrs / Miss \_\_\_\_\_  
\_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ CNIC \_\_\_\_\_.

2. I have cleared all my dues in respect of the above stated plot and the following documents are attached for your perusal:-

- (a) Application for membership by the purchaser.
- (b) Affidavit by the seller.
- (c) Affidavit by the purchaser.
- (d) Original allotment/Transfer letter Ref No \_\_\_\_\_ Dated \_\_\_\_\_
- (e) Pay Order/Bank Draft for Rs \_\_\_\_\_ as transfer and membership fee.

3. It is requested that the plot may please be transferred in the name of above purchaser.

Signatures \_\_\_\_\_

Name \_\_\_\_\_

Membership No \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Note: (to be attested by Notary Public with date and stamp)

**AFFIDAVIT BY SELLER**  
(On Stamp Paper of Rs 50/-)

I \_\_\_\_\_ S/O \_\_\_\_\_

Resident of \_\_\_\_\_

CNIC No \_\_\_\_\_ do hereby declare on solemn affirmation as under:-

2. That, the deponent has acquired the title, rights and lien in respect of membership No \_\_\_\_\_ of Fazaia Hosing Scheme-(I/II) Lahore sponsored by the Directorate of Estate Projects Air Headquarters, Islamabad.

3. That, the deponent has been allotted/transferred Plot / House No \_\_\_\_\_ Street No \_\_\_\_\_ Size \_\_\_\_\_ Sq Yds vide allotment letter No \_\_\_\_\_ dated \_\_\_\_\_ in the above stated scheme hereinafter called the plot/house.

4. That the deponent has paid and cleared all his up-to-date dues towards the cost of the plot/house and has cleared the loan liability including markup.

5. That, the deponent has agreed to transfer all his rights and liabilities with respect to the Plot / House \_\_\_\_\_ S/O \_\_\_\_\_ resident of \_\_\_\_\_ CNIC No \_\_\_\_\_ (hereinafter called the transferee).

6. That, the deponent has settled all financial claims with the transferee as regards the plot/house and has no objection if the plot/house is transferred in the name of the transferee.

7. That, the deponent agrees that, hereinafter, the transferee shall be the exclusive owner of the plot/house without any interruption or adverse claim made by the deponent or his legal heirs and that this document shall not be cancelled or invoked at any stage hereinafter by the deponent.

The above statement is true and correct to the best of my knowledge and belief and that nothing has been concealed.

**Witness No 1**

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
CNIC \_\_\_\_\_  
Date \_\_\_\_\_

**(Deponent)**

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Rank \_\_\_\_\_  
Pak/No \_\_\_\_\_  
CNIC \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

**Witness No 2**

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
CNIC \_\_\_\_\_  
Date \_\_\_\_\_

Note: (to be attested by Notary Public with date and stamp)



**FAZAIA HOUSING SCHEME (PHASE I&II)**  
**LAHORE AIR HEADQUARTERS,**  
**ISALAMABAD**  
**(BY PURCHASER)**

**APPLICATION FOR MEMBERSHIP**

1.	Rank	<input type="text"/>	2 x Passport Size Photographs with Blue Background																				
2.	Name	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
3.	*Pak No	<input type="text"/>		4.	*Branch	<input type="text"/>																	
5.	*Date of Commission	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
6.	Date of Birth	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
7.	CNIC No	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
8.	Father / Husband Name	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
9.	Postal Address	<input type="text"/>																					
		<input type="text"/> Cell No <input type="text"/>																					
10.	Permanent Address	<input type="text"/>																					
		<input type="text"/> Tel No <input type="text"/>																					
11.	Next of Kin Name	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
	CNIC (Next of Kin)	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
	Relation	<input type="text"/> Address <input type="text"/>																					
		<input type="text"/>																					
12.	No / Size of House / Plot	<input type="text"/> MS No. <input type="text"/>																					
13.	Detail of Payment: - Amount Rs.	<input type="text"/> Bank Draft / Pay order No <input type="text"/>																					
	Name of Bank	<input type="text"/> Date <input type="text"/>																					

I hereby undertake that the particulars given above are correct to the best of my knowledge. I further declare that I shall abide by the existing Bye Laws, rules, regulations, conditions etc and subsequent ones which may be prescribed from the time for the Transfer of plot under the Fazaia Housing Scheme-I / II Lahore. I have read & understood the contents of terms & conditions.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Date: \_\_\_\_\_

\*If applicable  
Note: To be countersigned by Notary Public with stamp & date

(FOR OFFICIAL USE ONLY): -

Entered in Computer \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_

**AFFIDAVIT BY PURCHASER**  
(On Stamp Paper of Rs 50/-)

I \_\_\_\_\_ S/O,W/O,D/O \_\_\_\_\_

Resident of \_\_\_\_\_

CNIC No \_\_\_\_\_ do hereby declare on solemn affirmation as under:-

8. That the deponent has agreed to acquire the title rights and lien in respect of Plot No / House \_\_\_\_\_ Street No \_\_\_\_\_ Size \_\_\_\_\_ Sq Yds in the Fazaia Housing Scheme-(I/II), Lahore hereinafter called the Plot/House from Mr / Mrs \_\_\_\_\_ S/O \_\_\_\_\_ Resident of \_\_\_\_\_ CNIC No \_\_\_\_\_ (hereinafter called the seller).

9. That the deponent has applied for membership of the scheme and understands that transfer of the plot/house in his name is subject to approval of his membership by Directorate of Estate Projects, Air Headquarters, Islamabad, hereinafter called the Dte.

10. That the deponent has settled all financial claims with the seller and agrees to pay all future dues including Care Maintenance & Security Charges in respect of the plot / house payable to the Dte as and when demanded.

11. That the deponent shall abide by all terms, conditions and rules formulated under the bye laws of the scheme and the draft agreement to be executed by him with the Dte.

12. That the deponent undertakes that he/she will not further transfer/sell or create any type of encumbrances charges or lien in respect of the residential house to any person who is not otherwise eligible to become member of the scheme.

The above statement is true and correct to the best of my knowledge and belief and that nothing has been concealed.

**Witness No 1**

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
CNIC \_\_\_\_\_  
Date \_\_\_\_\_

**(Deponent)**

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Rank \_\_\_\_\_  
Pak/No \_\_\_\_\_  
CNIC \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

**Witness No 2**

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
CNIC \_\_\_\_\_  
Date \_\_\_\_\_

Note: (to be attested by Notary Public with date and stamp)



## SPECIMEN OF AGREEMENT

(By Purchaser)  
(On stamp Paper of Rs 50/-)

1. This agreement is made at (Islamabad / Lahore) \_\_\_\_\_ day of \_\_\_\_\_ 2020 in between the Directorate of Estate Projects Air Headquarters, Islamabad (hereinafter called the Directorate) through its authorized representative which expression shall include its successors and assignee of the one part and Mr / Mrs / Miss \_\_\_\_\_ S/O,W/O,D/O \_\_\_\_\_ resident of \_\_\_\_\_ Computerized National Identity Card No \_\_\_\_\_ who is the member of Fazaia Housing Scheme-I Lahore having his / her Membership No \_\_\_\_\_ (hereinafter called the Member / Allottee / Transferee) which expression shall include his/her successors and legal representative of the other part.

2. **WHEREAS** the Directorate has developed a housing colony under the name and style of Fazaia Housing Scheme, located at Raiwind Road, Lahore (hereinafter called the colony),

**AND**

3. **WHEREAS** the Member / Allottee / Transferee has deposited with the Directorate Rs \_\_\_\_\_ for the transfer of House No \_\_\_\_\_ Street No \_\_\_\_\_ Block No (if applicable) \_\_\_\_\_ in the colony fully described in the schedule given below (hereinafter called the said Plot) for construction of a residential building and the rights of ownership and uses in and over the plot rest absolutely with the Directorate,

**AND**

4. **WHEREAS** the Directorate has agreed to sell/transfer the said plot to the said Member / Allottee / Transferee who has also agreed to purchase the said plot on the terms and conditions hereinafter set forth.

5. Now, therefore, the parties agree as follows:-

(a) On the execution of this agreement, the member / allottee shall take over physical possession of the plot at the site and shall have the right and liberty to enter upon the said plot for the purpose of building and execution works in the manner and to the extent as approved by the Directorate.

(b) The actual amount payable by the said member on account of full price of the plot shall be determined on demarcation and actual measurement together with the development charges incurred by the Directorate.

(c) Member / Allottee / Transferee will pay Rs 1000/- as demarcation fee for which seven days period notice will be required. Any subsequent measurement of the plot at the request of Member / Allottee / Transferee shall be charged @ Rs 500/- each time.

(d) In case any amount remains unpaid for more than 2 months, after it becomes due, whether formally demanded or not, the Directorate shall have the right to cancel the allotment, after a further grace period of one month.

(e) The member shall within 2 months from the date of physical possession of the said plot submit building plans prepared by a Licensed Architect for the approval of the Directorate. The Member / Allottee / Transferee shall be responsible to get this plan approved by LDA and complete construction within a period of three years strictly according to the approved plan.

6. No application for extension in construction period will be entertained unless submitted within thirty days before the expiry of construction period. Each request will be considered on merit.

7. The Directorate shall charge @ Rs 5/- Per Sq Yds of the plot as surcharge per annum for allowing extension in the construction period.

8. The member shall not without obtaining prior approval of the Directorate in writing.

(a) Use the plot for the purpose other than the construction of building for residential purpose.

(b) Sub - divide the plot or alter any of its dimension.

(c) Amalgamate the plot or any part thereof with any adjoining plot for the construction of a single building or for any other purpose whatsoever.

9. All clearance and filling up with earth upto a level not lower than the level of the crown of the adjoining road and leveling of the plot, as may be required, shall be done by the member at his / her own cost and will not be entitled to obtain filling from any adjacent land of the colony.

10. The expenses of registering this agreement and Sale Deed thereafter shall be borne by the member or his / her successors as the case may be.

11. The authorized officials of the Directorate may enter upon the said plot and member / allottee / transferee shall have no objection to such entry at all reasonable hours for its inspection or of the building under construction or standing thereon.

12. If in the opinion of the Directorate, whose decision in this behalf shall be final, the topography of the plot so requires, the Directorate shall, at all times hereafter, have the right of passages and running of water and soil from the adjoining and neighboring lands and the building now or hereafter erected thereon through sewerage, drain pipes and channels or any of them for the purpose of force erosion the said right of running of water and soil but without making any allowance or paying any compensation to the member / allottee / transferee for the exercise of such rights.

13. The allotment of the plot secured by fraud or mis-representation shall be liable to cancellation and price paid thereof shall be forfeited to the Directorate.

14. The member shall comply with and abide by the rules, regulations, bye-laws, orders and directions as may be issued from time to time by the Directorate or any other competent authority.

15. The member shall from the date he / she comes in physical possession of the plot, pay all taxes, rates, assessments, duties, charges (including betterment and maintenance charges and imposite, which may now or hereafter be charged or imposed upon or payable in respect of the said plot or any structure thereon or anything thereto, to any competent authority (including the Dte) under any law, rules, bye-laws or orders for the time being in force.

16. Any notice or communication from one party to the other shall be deemed sufficiently served if addressed and delivered personally or posted under registered cover at the last known address of the other party.

17. Time will be the essence of the contract in these terms and conditions.

**(Deponent)**

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
CNIC No \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

Note: (to be attested by Notary Public with date and stamp)