

**PROCEDURE FOR TRANSFER OF PLOT / HOUSE THROUGH FOREIGN POWER
OF ATTORNEY (SELLER) FHS I & II LAHORE**

Procedure for Transfer of Plot through POA (Seller)

Formalities by the seller

1. The seller is to provide the following to Transfer Branch FHS Lahore: -
 - (a) Members living abroad would submit foreign power of attorney, through nominated attorney duly verified from concerned Pakistan Embassy, Ministry of Foreign Affairs and registered in Concerned Registrar Office. Attorney of seller would submit Rs 10,000/- through Demand Draft / Pay Order as processing fee in favor of “**AHQ Project-1 (Dett) Lahore – I**”, (For FHS-I LHR) & “**AHQ Project-1 (Dett) Lahore – II**” (For FHS-II LHR), along with FPA to FHS Lahore.
 - (b) Transfer branch FHS Lahore would dispatch the same foreign power of attorney to concerned Embassy / Ministry of Foreign Affairs for reverification.
 - (c) On receiving back the Foreign Power of Attorney the nominee would be informed for further transfer action of plot.
 - (d) NOC for transfer of plot from FHS Lahore.

Annexure “A”
 - (e) Application for Transfer of plot by seller.

Annexure “B”
 - (f) Attested Photo copy of computerized National Identity Card (CNIC) of seller and POA (Holder).
 - (g) Affidavit on stamp paper of Rs 50/- (Drawn in the name of Seller) attested by Notary public.

Annexure “C”
 - (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).
 - (j) Original Allotment / Transfer Letter.
 - (k) **(Withholding tax, in case if plot is being transfer within 5 years. (1% for filer & 2% for Non filer of FBR rate).**
 - (l) **Clearance Certificate of Property Tax obtained from Excise & Taxation Office, Lahore.**

Note:- Seller (POA Holder) and purchaser have to appear in person (no exemption in any case), along with original CNICs at the time of transfer for verification, at FHS Lahore / Fazaia Reception AHQ Islamabad / Karachi for transfer of plot.

Formalities by Purchaser

2. Purchaser is to provide the following to Transfer Branch FHS Lahore for transfer of plot:
 - (a) Membership form attested by Notary Public.

Annexure “D”
 - (b) 2 x Recent Passport Size Photographs with Blue Background.
 - (c) Attested Photocopies of CNIC of Purchaser, NOK and 02 witnesses.
 - (d) Affidavit on stamp paper of Rs 50/- (drawn in the name of purchaser) attested by Notary Public.

Annexure “E”
 - (e) Agreement on stamp paper of Rs 50/- (drawn in the name of Purchaser) attested by Notary Public.

Annexure “F”
 - (f) Draft / Pay Order for transfer / membership fee, in favor of “**AHQ Project-1 (Dett) Lahore – I**”, (For FHS-I LHR) & “**AHQ Project-1 (Dett) Lahore – II**” (For FHS-II LHR).

- (g) Full Payment Sale Deed on stamp paper of Rs 1200/- (Sale agreement between seller and purchaser).
- (h) **Stamp Duty of DC rate levied by Govt of Punjab in Govt Treasury alongwith E-stamp papers.**
- (i) **Advance Tax (WHT) @ 1% for Filer and 2% for Non Filer of FBR rate.**
- (j) **TMA Tax @ 1% of DC rate.**

APPLICATION FORM FOR SALE OF PROPERTY - FHS LAHORE

Date: _____

Owner's Name: _____

S/D/W/O: _____

CNIC No: _____

Address: _____

1. Being Applied By Owner 2. Through Dealer (Stamp) Plot House/Building Under Construction Allocation File**Type of Transfer** Regular Hiba (Father / Mother/
Wife / Son / Daughter)**Foreign Transfer:** Purchaser Abroad Seller Abroad**Transfer on Court Orders**

To,

PD (FHS-Lhr)
FHS, LahoreSubject: **Request for NOC**1. I / We have decided to transfer Plot / Property No _____ Street No _____
Block No _____ FHS-I/II, Membership No _____ Category _____.I / We am/are bound to pay all dues including transfer fee against the plot / property. It is, therefore,
requested that NOC may please be prepared. It will be collected by: - Owner of Property Property Dealer Please Dispatch at owners' address2. **I / We have attached following documents as required: -**

(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 in case of services benefit plot allotted out of Defence quota
(**Annexure "A1"**).

(e) 2 x Passport size photographs with blue background.

Yours Sincerely,
(Signature of Property Owner)**FOR FHS USE ONLY**

	Designation	Remarks		Designation	Remarks
1.	Incharge Transfer & Record Section		5.	Director Transfer & Record	
2.	Building Inspector (FHS I / II - Lhr)		6.	RE-FHS I / II - Lhr	
3.	Finance Branch Staff		7.	DD (Finance)	
4.	Land Branch		8.	Legal Advisor	

PD (FHS-Lhr)
Approved / Not Approved

**APPLICATION FORM FOR SALE OF PLOT
PAF SERVING / RETD PERSONNEL
FAZAIA HOUSING SCHEME LAHORE**

To,
Director Estate Project,
Air Head Quarter Islamabad

1. I, Rank _____ Name _____
Pak No _____ CNIC No _____
owner of Plot No _____ Street No _____ Block _____
in Fazaia Housing Scheme (I/II), Lahore under Membership No _____
intends to sell my plot.

2. I have attached following documents: -
- (a) 1x Photocopy of CNIC (owner).
 - (b) 1x Photocopy of allotment/ Transfer letter.
 - (c) 1x Recent Passport size photograph with Blue Background.
3. An NOC may kindly be issued for the said purpose.

Applicant's Signature _____

Rank _____

Name _____

Address _____

Date: _____

Remarks by Director Estate Project

Date: _____

Remarks by Assistant Chief of the Air Staff (Welfare Projects)

Date: _____

Approval by DG (Wel & Rehab)

* For PAF officers only

Approved / Not Approved

Date: _____

Note:

- * NOC for PAF Officers will be approved by DG (Wel & Rehab)
- * NOC for Airmen / PAF Civilians will be approved by Director Estate Project

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 _____
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.
- (f) Pay Order/Bank Draft for Rs 10,000/- as processing fee.

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

Signatures _____

Name _____

Membership No _____

Address _____

POA Holder _____

CNIC _____

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

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

I _____ S/O,D/O,W/O _____
Resident of _____
CNIC No _____ through Power of Attorney holder of _____
_____ S/O _____ CNIC
No _____ presently residing at _____

Registered with vide registered No _____, Book No _____, Vol No _____
pages _____ to _____ date _____ 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 _____ Block _____ 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/her 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/her 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 _____
POA Holder _____
CNIC _____

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	<input type="text"/>			
3.	*Pak No	<input type="text"/>	4.	*Branch	<input type="text"/>
5.	*Date of Commission	<input type="text"/>			
6.	Date of Birth	<input type="text"/>			
7.	CNIC No	<input type="text"/>			
8.	Father / Husband Name	<input type="text"/>			
9.	Postal Address	<input type="text"/>			
		<input type="text"/>			
		Cell No <input type="text"/>			
		Alternate Cell Phone <input type="text"/>			
		E-Mail <input type="text"/>			
10.	Permanent Address	<input type="text"/>			
		<input type="text"/>			
		Tel No <input type="text"/>			
11.	Next of Kin Name	<input type="text"/>			
	CNIC (Next of Kin)	<input type="text"/>			
	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.

Signatures

Purchaser Name

Date:

Address

*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,D/O,W/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 _____ Block _____ Size _____ Sq Yds in the Fazaia Housing Scheme-(I/II), Lahore hereinafter called the Plot/House from Mr / Mrs _____ S/O _____ CNIC No _____ Power of Attorney holder of _____ S/O _____ CNIC No _____ presently residing at _____

(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/her name is subject to approval of his/her 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)