

PROCEDURE FOR REGULAR TRANSFER OF PLOT FAZAIA HOUSING SCHEME TARNOL

Procedure

1. Transfer documents as mentioned in Para-6 & 7 will be received by Incharge Transfer Section at Reception.
2. Transfer papers will be checked by Incharge Transfer Section and counter checked by Asstt Dir Transfer & Record.
3. Transfer will be executed along with biometric process/ pictures.
4. Seller and purchaser have to appear in person (In extreme circumstances split appearance may be permitted by PD/ Administrator) along with original CNICs at the time of transfer for verification, at Fazaia Housing Scheme, Tarnol for transfer of plot. However, if any PAF Officer is unable to appear at FHST 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 from seller.
5. Provisional Transfer (**Annexure-I**) letter will be issued to Purchaser giving details of (plot/ house), (documents attached) and mode of delivery (**By hand/ through Mail**). Expected Date of collection will be mentioned on which Original Transfer Letter can be collected from FHS Tarnol.

Formalities by Seller

6. The seller is to provide the following documents to Fazaia Housing Scheme Tarnol for transfer of plot:-
 - (a) **NOC** (No Objection Certificate) in original issued by AHQ/ FHST for sale of plot.
 - (b) **Original Allotment letter** issued by FHST/ AHQ (Dte of EP)
 - (c) **Application** for transfer of plot by Seller (02 Photographs with Blue Background). **Annexure-II**
 - (d) **Affidavit** by Seller of **Rs 50** duly attested by Notary Public.) **Annexure-III**
 - (e) Attested photocopies of CNIC of **Seller** and **01 Witness**.
 - (f) **WHT (Gain Tax)** Under Section 236C, (in case plot is being resold within four years).
(at 1% for Filer and 2% for non-Filer of the mentioned amount in sale deed).

Formalities by Purchaser

7. Purchaser is to provide the following to Fazaia Housing Scheme Tarnol for transfer of plot:-
 - (a) Membership Application Form (**Annexure-IV**) by the Purchaser duly attested by Notary Public.
 - (b) Bank draft / Pay order/ Cash Deposit Slip, in favour of Fazaia Housing Scheme, Tarnol.

- (c) **Affidavit** by Purchaser of **Rs 50** duly attested by Notary Public. **Annexure-V**
- (d) Agreement between Dte of EP / FHS Tarnol and Purchaser on stamp paper of Rs 50 (drawn in the name of Purchaser) Attested by Notary Public.
- (e) **Sale agreement** between Seller & Purchaser on stamp paper of Rs 1200 (**Annexure-VI**).
- (f) Attested photocopies of CNIC of (**Purchaser/ Next Of Kin& 01 witness**).
- (g) Two Passport Size Photographs (With Blue Background) of Purchaser.
- (h) **Stamp duty** levied by Govt of Punjab under article 63A. (1% of DC Rate)
- (j) **Advance Tax** (Under Section 236k) at 1% for Filer and 2% for Non Filer.

PROVISIONAL TRANSFER LETTER : MEMBERSHIP NO _____
(Residential / Commercial Plot)

The transfer documents in respect of (Purchaser) _____
Respecting **Plot/House No** ___ **Road/ Street No** ___ **Block**___ **Measuring** _____ in the name of (Seller)
_____ at Fazaia Housing Scheme Tarnol have been received as listed below:-

From Purchaser (Filer/ Non Filer).

- (a) Bank draft / Pay order/ Deposit Slip, in favour of FHS Tarnol.
- (b) Membership Form by the Purchaser duly attested by Notary Public.
- (c) **Affidavit** by Purchaser of **Rs 50** duly attested by Notary Public.
- (d) Attested photocopies of CNIC of (**Purchaser/ Next Of Kin& 01 witness**).
- (e) Two Passport Size Photographs (With Blue Background) of Purchaser.
- (f) **Stamp duty** levied by Govt of Punjab under article 63A.
- (g) **Advance Tax** (Under Section 236k).
- (h) Affidavit on stamp paper of Rs 1200 (**Sale agreement**).

From Seller (Filer/ Non Filer).

- (i) **NOC** (No Objection Certificate) by FHST for sale of plot.
- (j) **Original Allotment letter** issued by FHST/ AHQ (Dte of EP)
- (k) **Application** for transfer of plot by Seller (02 Photographs with Blue Background).
- (l) **Affidavit** by Seller of **Rs 50** duly attested by Notary Public.
- (m) Attested photocopies of CNIC of **Seller and 01 Witness**.
- (n) **WHT (Gain Tax)** Under Section 236C.

(Action by Transfer Section)

The above mentioned documents have been checked/ received at Fazaia Housing Scheme Tarnol (**Transfer Section**) at _____ on _____ by the Undersigned and the Plot / House (Structure) has been provisionally transferred in the name of: _____

CNIC No. _____ Contact No _____ Email _____

The original Allotment letter will be **delivered on** _____.

Date. _____

Signature. _____
Name. _____
Design. _____

Contact Nos. Tele: 051-2227242, Cell: 0306-5251713

FHST/_____/T&R

Project Director
Fazaia Housing Scheme, Tarnol

Dear Sir,

**APPLICATION FOR TRANSFER OF PLOT / HOUSE
FAZAIA HOUSING SCHEME, TARNOL**

(By Seller)

1. It is informed that I have sold my Plot / House No____Street No / Road____Block____
in Fazaia Housing Scheme Tarnol 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:-

1. That, the deponent has acquired the title, rights and lien in respect of membership No _____ of Fazaia Hosing Scheme, Tarnol sponsored by the Directorate of Estate Projects Air Headquarters, Islamabad.
2. 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.
3. 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.
4. 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).
5. 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.
6. 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 _____
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)



**FAZAI A HOUSING SCHEME TARNOL
AIR HEADQUARTERS, ISALAMABAD**

(BY PURCHASER)

APPLICATION FOR MEMBERSHIP

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

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 Tarnol. I have read & understood the contents of terms & conditions.

Date: _____ Signature _____
Name _____
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/-)

1. I _____ S/O,W/O,D/O _____

Resident of _____

CNIC No _____ do hereby declare on solemn affirmation asunder:-

2. 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 Tarnol hereinafter called the Plot/House from Mr / Mrs _____ S/O _____ Resident of _____ CNIC No _____ (hereinafter called the seller).

3. 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.

4. 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.

5. 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.

6. 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 _____ 20____ 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 Tarnol 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 Tarnol (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 _____ 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 _____ 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 CDA/RDA 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 dimensions.

(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 maybe.

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, byelaws, 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 imposed, 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)