

NO DEMAND CERTIFICATE REQUEST FORM

Document Reference: TFR - 2023002

To:			Payme	nt Sta	atus	: Co	mple	ted [Part P	avme	ent			
Management			Transfer Execution: On Site Corp. Office												
Etihad Town Phase 2 , Lahore			Defence Raya (Please Tick the appropriate BOX)												
		L													
Subject: Request for Sale	e / Hiba of Plot /	Property													
I / We have decided to trai	Rlo	ck		Dha	20		Roci	ident	ial /						
		Block Phase, Residential / g transfer fee against the property / plot. It is therefore													
requested that NDC may p			_			Barris		р. ор	,	p.o			0.0		
I / we also confirm	•	-		y the I	МРО	RTAN	IT INS	TRU	CTION	S mer	ntion	ed			
overleaf where applicable.															
Dated:								Υ	ours	Since	erely,				
(In case of more than one Owner(s), all Owners will sign, including living abroad) (Seller / Donor)															
NDC Applied Direct by the	state A	te Agent: Through Authority Holder:													
Plot: House / Building: Under Construction: Allocation File:															
Type of Transfer: REGULAR															
Purchaser Abroad :	Purchaser Out	Station:	Sel	ler Ak	oroad	:	Tr	ansfe	r on (Court	Orde	rs:			
Owner's Details & Signatures Name :															
(In case of more than one Owne	er, anyone can sign)		S/D/	/W of	, ,		1			ı	7				
		CNIC #:					-						-		
		Address:													
Dated:	Mobile#														
											<u>, </u>	<u> </u>			
I hereby authorize my A	/ Estate Ag	ent to	subm	it NE	C of	my /	our p	olot o	n my	/ ou	r bel	nalt.			
Owner's Signatures: _		(In case of m	oro thai	2000	Juna	c anu	200.00	n cian	Data	۸.					
Authority Holder / Estate	Name:		re than one Owner, anyone can sign)Dated:												
Stamp & Signatures			S/D/	S/D/W of											
(Stamp of Estate Agent i	CNIC #:					-						-			
		Address:				I	<u> </u>			<u> </u>					
	Mobile #:														
Dated:					ļ				_!						
	ONLY						Sign	ature	es &	Date					
Building Control Dept															
Legal Dept															
Legai Dept															
Finance Dept															
Audit Dept															
Transfer & Record Department					NDC Observations List										
		(Tick only applicable Observations)													
AM Transfer								cation Letter							
Transfer Officer									sfer Letter						
Head Transfer & Record				3					Session Letter						
				Cancellation of NDC SPA Cancellation Copy of Sale Deed between Seller & Buyer								orı			
			-	A NO		Deed	DELW	ee11 3	ener (x Duy	C1				
	11														
Dated:															



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DOCUMENTS REQUIRED

- 1. 01 x Photocopy of Booking Form/Allocation/Allotment/Transfer Letter (Last Ownership Letter).
- 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 LDA
 - b. Clearance Certificate from Excise & Taxation Office / TMA
- 10. Completion Certificate from LDA, in case of constructed house.

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**.