NO DEMAND CERTIFICATE REQUEST FORM

Document Reference: TFR -ET/ 2026002

To:
Management
Etihad Town

Payment Status Completed ☐ Part Payment ☐
Regular Transfer Execution ☐ Internal Transfer ☐
Transfer Execution: On Site ☐ Corp. Office ☐
(Please Tick the appropriate BOX)

Subject: Request for Sale / Hiba of Plot / Property

I/We _____ have decided to transfer my **Plot/Property #** _____ **Block** _____ **Phase** _____, **Residential / Commercial**. I /We am/are bound to pay all dues, including the Transfer Fee and all applicable Government Taxes, against the property/plot. It is therefore requested that NDC may please be processed accordingly.
I/we also confirm that I/we have read and will abide by the **IMPORTANT INSTRUCTIONS** mentioned overleaf, where applicable.

Dated: _____

Yours sincerely,

_____ _____ _____ _____

(In case of more than one Owner(s), all Owners will sign, including living abroad) (Seller / Donor)

NDC Applied Direct by the Owner: ☐ Through Estate Agent: ☐ Through Authority Holder: ☐
Plot: ☐ House / Building: ☐ Under Construction: ☐ Allocation File: ☐
Type of Transfer: REGULAR ☐ HIBA ☐ (Father/Mother/Wife/Husband/Son/Daughter)
Purchaser Abroad ☐ Purchaser Out Station: ☐ Seller Abroad: ☐ Transfer on Court Orders: ☐

I hereby authorize my Authority Holder / Estate Agent to submit NDC of my / our plot on my / our behalf.

Owner's Signatures: _____ *(In case of more than one Owner, anyone can sign)* **Dated:** _____

Seller / Authority Holder / Estate Agents Details, Stamp & Signatures *(Stamp of Estate Agent is Mandatory)* _____ **Dated:** _____	Name:	
		S/D/W of
	CNIC #:	☐☐☐☐☐-☐☐☐☐☐☐☐-☐
	Address:	
	Mobile #:	☐☐☐☐☐☐☐☐☐☐☐
Purchaser's Details *(Signatures of the Seller / Estate Agent)* _____ **Dated:** _____	Name:	
		S/D/W of
	CNIC #:	☐☐☐☐☐-☐☐☐☐☐☐☐-☐
	Address:	
	Mobile #:	☐☐☐☐☐☐☐☐☐☐☐
	E Mail ID	

FOR OFFICE USE ONLY		Signatures & Date
Inventory Dept		
Building Control Dept		
Legal Dept		
Finance Dept		
Audit Dept		

Transfer & Record Department		NDC Observations List *(Tick only applicable Observations)*			
Manager Transfer		Booking Form		Allocation Letter	
Transfer Officer / CSR		Allotment Letter		Transfer Letter	
Head Transfer & Record		Investment App Form		Possession Letter	
		Cancellation of NDC		SPA Cancellation	
		Copy of Sale Deed between Seller & Buyer			
Dated: _____					

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DOCUMENTS REQUIRED

1. 01 x Photocopy of Booking Form/Allocation/Allotment/Transfer Letter (Last Ownership Letter). Besides, all payment slips are also required to be submitted.
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. A copy of a Family Registration Card (FRC) issued by NADRA is **MANDATORY** for HIBA Cases.
6. Clearance Certificate from Excise & Taxation Office.
8. PRA Tax (if applicable)
9. In the case of Constructed Property, attach a photocopy of the Completion Certificate ex LDA.
10. Paid Challan Slip of NDC Submission Fee.

IMPORTANT INSTRUCTIONS

1. NDC can **ONLY** be submitted by the Owner personally or through the Estate Agent, or the Authority Holder (For Onus of responsibility purposes)
2. The Validity Period of the NDC is as under; however, in case the NDC expires, then the renewal will be done on payment of the Renewal Fee (if sold to the same Purchaser), and in case of a new Purchaser, a fresh NDC Request will be entertained:
   - House / Building **30 x days**
   - Non-Possession / Possession Plot **30 x days**
3. At the time of Transfer execution, surrender of the **ORIGINAL** Booking / Allocation / Allotment / Transfer Letter is **MANDATORY**.
4. In case of non-availability of the required original Ownership letter (s), the Procedure for Loss of Document is **MANDATORY** before Transfer Execution.
5. In case of more than one Owner, Signatures of complete Owners are **MANDATORY**.
6. NDCs applied with **ORIGINAL SIGNATURES** will be acceptable. No photocopied or scanned copies will be entertained.
7. With each passing month after submission of NDC, updated dues will be cleared before Transfer Execution, e.g., Water & Sewerage Charges, Security Charges, etc.
8. For the smooth execution of the Transfer, the Owner of the Plot / Property will ensure that all previous unsuccessful deals have been settled.
9. All columns must be filled for smooth functioning.

INSTRUCTIONS FOR SELLER / PURCHASER ABROAD

A. In case the Seller is living abroad, a General Power of Attorney (GPA) duly attested by the Pakistan Embassy will be obtained from the Seller for Transfer Execution.
B. General Power of Attorney will also be attested by the Camp, Office, Ministry of Foreign Affairs (MoFA), Lahore. Also, the same will be registered with the Revenue Office/Sub Registrar Office.
C. In the case of the Purchaser, a Special Power of Attorney (SPA) duly attested by the Pakistan Embassy will be obtained from the seller for Transfer Execution.
D. Special Power of Attorney will also be attested by the Camp, Office, Ministry of Foreign Affairs (MoFA), Lahore.
E. A specimen of GPA/SPA is available with the Front Desk Staff.

NOTE:

1) In the case of **COMPANY / TRUST / FIRM /PARTNERSHIP**, kindly refer to a set of instructions available at the Document Counter.
2) In the case of Minors, a Guardianship Certificate and Permission to Sell from the Court is **MANDATORY**.