(A company set up under Section 42 of the Companies Ordinance, 1984)

**PHA FOUNDATION**

MINISTRY OF HOUSING & WORKS

**Instructions for submitting Application for Transfer of House/Flat**

The transferor/transferee/agent will submit following documents to One Window Operation:-

1. Application on plain paper addressed to the Director (Estate) / Form “A” from allottee for transfer of allotment along with **pay order of Rs. 3000/-** on account of Application form issuance fee.
2. Duly filled and signed Application Form filled by the Purchaser.
3. Clearance of all outstanding dues (if any) including installments, delayed payment charges, additional cost, possession fee etc. against the Seller.
4. Covering Letter with validity time of one month **(Annexure-A)** of transfer procedure.
5. Transfer Affidavit by Seller **(Annexure-B)** of transfer procedure**.**
6. Undertaking for loan/mortgage by Seller **(Annexure-C)** of transfer procedure**.**
7. Undertaking by Purchaser **(Annexure-E)** of transfer procedure**.**
8. Consent letter if more than one person purchase the unit as shareholders then an application by the shareholders to post letters on one address **(Annexure-D)** of transfer procedure.
9. All affidavits must be on Rs.100/- stamp paper duly signed by seller, purchaser and two witnesses attested from Notary Public before submission of transfer documents in PHA Foundation, Islamabad.
10. Sales agreement attested from Notary Public and duly signed by Seller and Purchaser and two witnesses.
11. Original Provisional Allotment Letter, Formal Allotment Letter, Transfer Letter, Possession Certificate by Seller. If any of said documents is lost then he/she will submit following documents:
    1. Pay order of Rs.5000/- each for each missing document on account of issuance of duplicate missing document from seller’s account.
    2. Original Affidavit on Rs.100/- stamp paper regarding loss of original document.
    3. FIR / Police Report regarding loss of original document.
    4. Advertisement in known newspaper regarding loss of original document.
12. Valid Photocopy of valid CNIC of Seller, Purchaser, nominee and two witnesses attested from Notary Public (Expired CNIC will not be accepted).
13. In case of gift transfer (FRC) from NADRA is required attested from Notary Public.
14. Requisite applicable Transfer Charges.
15. NOC from MS Wing (if applicable).
16. NOC from CDA, if possession of house/apartment/shop is handed over.
17. NOC from allottee Association (if applicable).
18. NOC from Anti Encroachment Cell, PHA Head Office.
19. Tax under section **7/E** (1% Tax of the total consideration amount/sale agreement or Exemption Certificate from FBR (applicable only on Seller/Transferor).
20. Computerized Payment Receipt (CPR) of Advance Tax of **236-C** **on Seller** (3% for filer, late filer 6% and 10% for Non-filer).
21. Computerized Payment Receipt (CPR) of Advance Tax of **236-K on Purchaser** (3% for filer, late filer 6% and 12% for Non-filer).
22. First allotment or first transfer of open plots or residential property, Computerized Payment Receipt (CPR) of Tax of **FED** **on Purchaser** (3% for filer, late filer 5% and 7% for Non-filer)
23. CDD/KYC forms to be filled by Seller and Purchaser along with First page of Asset Declaration/Tax return of Purchaser.
24. Pay order of Re-validation charges of Rs 5000/- in favour of PHA Foundation, Islamabad. (If transfer application/Annexure-A is expired (One month validity).
25. Pakistan Housing Authority Foundation, Islamabad **NTN-9011705-7**.