



1. Documents Required for Normal Transfer:

- i. Transfer request
- ii. Original allotment/ Transfer Letter
 - a) affidavit by the seller / donee/attorney
 - b) Undertakings by the purchaser/ donee / heir
 - c) Undertakings by the purchaser/ donee / heir for non-division as per CDA/ RDA
 - d) Undertakings by the purchaser/ donee / heir for construction as per CDA/ RDA
- iii. Attested copies of CNIC of seller/ donor/ attorney/ purchasers/ donee / heir
- iv. CNIC verification slips of sellers/ purchasers by NADRA
- v. 03 Colour PP size photograph of both side parties
- vi. Three specimen signatures and thumb impression [left thumb for males and right thumb for females] of both sellers/ purchasers duly attested by a Gazetted Officer
- vii. Affidavit regarding Taxes
- viii. Sale Agreement

2. Documents Required for Gift cases:

- i. Transfer request
- ii. Original allotment/ Transfer Letter
- iii. Affidavit by the seller/ donor/ attorney
 - a) Undertakings by the purchaser/ donee / heir
 - b) Undertakings by the purchaser/ donee / heir for non-division as per CDA/ RDA
 - c) Undertakings by the purchaser/ donee / heir for construction as per CDA/ RDA
- iv. Attested copies of CNIC of seller/ donor/ attorney/ purchasers/ donee / heir
- v. CNIC verification slips of sellers/ purchasers by NADRA
- vi. 03 Colour PP size photograph of both side parties
- vii. Three specimen signatures and thumb impression [left thumb for males and right thumb for females] of both sellers/ purchasers duly attested by a Gazetted Officer
- viii. Affidavit regarding Taxes
- ix. Gift deed

3. Documents Required for Transfers by Attorney Holders:-

- i. Transfer request
- ii. Original allotment/ Transfer Letter
- iii. Affidavit by the seller/ donor/ attorney
 - a) Undertakings by the purchaser/ donee / heir
 - b) Undertakings by the purchaser/ donee / heir for non-division as per CDA/ RDA
 - c) Undertakings by the purchaser/ donee / heir for construction as per CDA/ RDA
- iv. Attested copies of CNIC of seller/ donor/ attorney/ purchasers/ donee / heir
- v. CNIC verification slips of sellers/ purchasers by NADRA
- vi. 03 Colour PP size photograph of both side parties
- vii. Three specimen signatures and thumb impression [left thumb for males and right thumb for females] of both sellers/ purchasers duly attested by a Gazetted Officer
- viii. Affidavit regarding Taxes
- ix. Sale Agreement
- x. Registered General Power of Attorney/ verified from registrar

4. Documents Required for Death Cases/ Legal Heir Cases:

- i. Transfer request
- ii. Original allotment/ Transfer Letter
 - a) Undertakings by the purchaser/ donee / heir
 - b) Undertakings by the purchaser/ donee / heir for non-division as per CDA/ RDA
 - c) Undertakings by the purchaser/ donee / heir for construction as per CDA/ RDA
- iii. Attested copies of CNIC of seller/ donor/ attorney/ purchasers/ donee / heir
- iv. CNIC verification slips of legal heir purchasers by NADRA
- v. 03 Colour PP size photograph.
- vi. Three specimen signatures and thumb impression [left thumb for males and right thumb for females] of both Legal heirs duly attested by a Gazetted Officer
- vii. Court order.

5. Documents Required for Transfer on Court Orders etc.

- i. Transfer request
- ii. Original allotment/ Transfer Letter
- iii. Affidavit by the seller/ donor/ attorney
 - a) Undertakings by the purchaser/ donee / heir
 - b) Undertakings by the purchaser/ donee / heir for non-division as per CDA/ RDA
 - c) Undertakings by the purchaser/ donee / heir for construction as per CDA/ RDA
- iv. Attested copies of CNIC of seller/ donor/ attorney/ purchasers/ donee / heir
- v. CNIC verification slips of sellers/ purchasers by NADRA
- vi. 03 Colour PP size photograph of both side parties
- vii. Three specimen signatures and thumb impression [left thumb for males and right thumb for females] of both sellers/ purchasers duly attested by a Gazetted Officer
- viii. Affidavit regarding Taxes
- ix. Registered General Power of Attorney/ verified from registrar (If applicable)
- x. Certified copy of Court Orders

نیشنل پولیس فاؤنڈیشن
ہیڈ کوارٹر اسلام آباد