

NO DEMAND CERTIFICATE REQUEST FORM

Document Reference: TFR -ET/ 2023002

To: Management Etihad Town, Lahore	-	Payment Status: Completed Transfer Execution: On Site Defence Raya (Plea	Part Payment Corp. Office Corp. Office Cose Tick the appropriate BOX)
Subject: Request for Sale / Hiba of Plot / Property			
I / We have decided to transfer Plot # / Property # Block Phase, Residential / Commercial. I /We am / are bound to pay all dues including transfer fee 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 Sta	ation:	Seller Abroad:Trans	fer on Court Orders:
Owner's Details & Signatures Name :			
(In case of more than one Owner, anyone can sign)	CNIC #:	S/D/W of	
	Address:		
	Mobile # :		
I hereby authorize my Authority Holder / E	Estate Age	nt to submit NDC of my / ou	r plot on my / our behalf.
Owner's Signatures:(In case of Authority Holder / Estate Agents Details, Stamp & Signatures (Stamp of Estate Agent is Mandatory) CNIC #		more than one Owner, anyone can sign) Dated: S/D/W of	
(Stainp of Estate Agent is Managery)	Address:		
Dated:	Mobile #:		
Building Control Dept	FOR OFFIC	E USE ONLY	Signatures & Date
Legal Dept			
Finance Dept			
Audit Dept			
Transfer & Record Department		NDC Observations List (Tick only applicable Observations)	
AM Transfer		Booking Form	Allocation Letter
Transfer Officer		Allotment Letter	Transfer Letter
Head Transfer & Record		Registration Form	Possession Letter
		Cancellation of NDC SPA Cancellation Copy of Sale Deed between Seller & Buyer	
-		PRA NOC	
Dated:			

ETIHAD

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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 submit.
- 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.
- 10. Paid Challan Slip of NDC Submission Fee

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.

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