

Form No: _____ **Apartment No:** _____

(For Official Use Only)

File No. _____

(TO BE SUBMITTED ALONG WITH DOCUMENTS)

Submitting Date: _____		Admitting Date: _____	
DOCUMENTS RECEIVED & CHECKED			By the Applicant
1	Application for NDC		
2	Challans for installments deposits		
3	NDC Fee Challan		
4	Application for Transfer of Apartment		
5	Transfer Fee Challan		
6	Original Allotment Letter/ POL		
7	Original Letter of Consent (LOC)		
8	Two Photographs of both parties		
9	Photocopy of CNIC's of both parties duly attested by Class-1 Gazetted Officer		
10	Photocopies of CNIC's of witnesses		
11	NDC		
12	Affidavits from Seller		
13	Affidavits from Buyer		
14	Indemnity Bond by Transfree		
15	CVT paid on previous allotment evidence (if applicable) of Sale Agreement Amount		
16	National Tax Number (NTN) Certificate		
17	Two Copies of Sale Agreement		
18	If transaction through Estate Agent, Identification of buyer should be clarified by him		
19	NOC by loan giving agency (if applicable)		
20	Original GPA/SPA (General / Special Power of Attorney) (if applicable)		
21	In case of family transfer, relationship proof be given		
Submitted by ALLOTTEE / TRANSFEROR			

Signature: _____

Name: _____

Manager Estate

EHFPRO (PRIVATE) LIMITED

Islamabad.

SUBJECT: **Application for Issuance of NDC for Transfer of Apartment**

Dear Sir,

It is submitted that I am the owner of Apartment No_____Type No_____ Floor/Sector
_____ Islamabad.

I intend to transfer/sell the above mentioned Apartment; you are requested to kindly grant me NDC
for the said purpose.

Thank you very much.

Owner's Signature_____

Name of Owner_____

CNIC No_____

(To be returned to transfer / record officer after filling, signing and depositing the fee of Rs: 1500/-

on specified bank challan form in original)

EHFPRO LIFESTYLE RESIDENCY

Photograph

Serial No. _____

Apartment No. _____

APPLICATION FOR TRANSFER OF ALLOTMENT / OWNERSHIP OF APARTMENT ON PAYMENT OF TRANSFER FEE

To

The GM Estate
EHFPRO (PVT) LTD
ISLAMABAD

Subject: Transfer of Allotment of Apartment No. _____, Floor No. _____ & Type _____.

Dear Sir,

I am Owner of Apartment No. _____, FloorNo. _____, measuring _____ vide allotment letter No. _____ dated _____.

I have now decided to transfer the said apartment to Mr./Ms _____, CNIC No. _____, R/O _____ for consideration of Rs. _____ from whom I have received the amount of Rs. _____ as a token and the balance amount Rs. _____ will be received at the time of admitting the case in EHFPRO records.

The Purchaser has agreed to abide by all the rules and conditions of allotment and those given in the brochure and to clear the dues payable in respect of that apartment, if any.

It is, therefore requested that the allotment of apartment may kindly be transferred with all my rights and liabilities and deposits in the name of Mr./Mrs./Miss _____

Yours Faithfully,

Date _____

Name _____

S/D/F/M/H/W of: _____

Address _____

Signature of Allottee/Donor

CNIC No. _____

Phone No. _____

Mobile No. _____

Email _____

**Sample: Affidavit by Seller
(On Rupees 20/- Stamp Paper)**

AFFIDAVIT BY THE SELLER

I _____ S/W/D of _____ Adult, holding
CNIC No. _____ R/O _____ ,

in possession of my full faculties and senses and of my free will and without any coercion or duress do hereby undertake as under:

1. That I am a bona fide member of the EHFPRO – Lifestyle Residency vide application No. _____, Registration No. _____, and I was allotted /transferred an Apartment No. _____, Type_____ measuring _____ Floor _____, in Lifestyle Residency.
2. I hereby return the original application and allotment letter for cancellation and relinquish the aforesaid allotment of Apartment in favour of Mr./Ms _____.
3. That having relinquished the Apartment, the said EHFPRO – Lifestyle Residency for allotment to Mr./Miss _____, I have conferred exclusive ownership rights and possession of the Apartment upon the said allottee / transferee.
4. That I affirm and declare that the name of Mr./Ms _____, should be entered into the record of EHFPRO – Lifestyle Residency as the owner of the aforesaid property.
5. That I solemnly declare that I have no rights, title or interest in the said property and Mr. / Ms _____ is the exclusive owner of the same since today.
6. That what is stated above is true to the best of my knowledge and belief.

Deponent

VERIFICATION

Verified on Oath at Islamabad this ___ day of _____ 20____, that the contents contained in the above said affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

Note: The Affidavit must be Notarized / Attested by Oath Commissioner or Notary Public and a Copy of the valid License of the Notary Public / Oath Commissioner be attached.

**Sample: Affidavit by Purchaser
(On Rupees 20/- Stamp Paper)**

UNDERTAKING BY PURCHASER

I _____ S/W/D of _____ Adult, holding
CNIC No. _____ R/O _____ .

In possession of my full faculties and senses and my free will and without any coercion or duress do hereby undertake as under:

1. That I have purchased an apartment bearing application No. _____ Registration No. _____, Floor No. _____ Type _____ Measuring _____ in EHFPRO – Lifestyle Residency along with all dues and liabilities. I undertake to abide by all terms and conditions of allotment of the apartment and to comply with all the orders, directions, instructions etc issued from time to time by EHFPRO – Lifestyle Residency.
2. To pay all dues, fee, charges etc payable by the allottee to the EHFPRO – Lifestyle Residency or Government department, organizations, agency etc in respect of the said Apartment.
3. To use the Apartment for the same purpose for which it was allotted and comply with all the relevant rules, by laws, directions, instructions etc, issued from time to time by EHFPRO – Lifestyle Residency.
4. To pay to EHFPRO – Lifestyle Residency any variations in development charges on demand.
5. I also undertake to pay on demand any other charges as management of EHFPRO – Lifestyle Residency may decide from time to time.

Signature: _____
Name: _____
CNIC No. _____

Witness No 1: _____

Witness No 2: _____

Signature: _____
CNIC No: _____

Signature: _____
CNIC NO: _____

Note: The Affidavit must be Notarized / Attested by Oath Commissioner or Notary Public and a Copy of the valid License of the Notary Public / Oath Commissioner be attached.

The Copies of the CNIC of the witnesses must also be attested.

**Sample: Indemnity Bond by Transferee
(On Rupees 100/- Stamp Paper)**

INDEMNITY BOND BY TRANSFREE

This deed of indemnity is made at Islamabad this ___ day of _____, 201 between _____ S/D/W of holding CNIC No. _____ R/O _____ herein after referred to as the transferee of the one part

AND

EHFPRO – Lifestyle Residency hereinafter to as “Lifestyle Residency” of the other part. Whereas Mr./Miss/Mrs. _____ was allotted an Apartment bearing application No. _____, Registration No. _____, Type _____, Measuring _____ on Floor _____ in the said Lifestyle Residency and I have purchased the said Apartment along with all rights and liabilities.

And whereas the transferee has applied to Lifestyle Residency to transfer the said Apartment in his/her name.

And further whereas Lifestyle Residency has agreed to do so provided the transferee executes this deed of indemnity in favour of Lifestyle Residency and transferee has agreed to do so.

NOW THIS DEED WITNESSED AS FOLLOWS:

That pursuant to do promises above the Transferee hereby agree to indemnify and keep indemnified Lifestyle Residency against all the claims, demands, losses, harms, damages, dues, judgement, charges and expenses incurred or suffered by Lifestyle Residency arising from the said transfer of membership and Apartment to the name of the Transferee.

Signed and delivered by the name above Transferee this ___ day of _____ 20.

Signature: _____
Name: _____
CNIC No. _____

Witness No 1: _____

Witness No 2: _____

Signature: _____
CNIC No: _____

Signature: _____
CNIC NO: _____

Note: The Affidavit must be Notarized / Attested by Oath Commissioner or Notary Public and a Copy of the valid License of the Notary Public / Oath Commissioner be attached.

The Copies of the CNIC of the witnesses must also be attested.