



**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**.