

**DOCUMENTS REQUIRED FOR TRANSFER OF PROPERTY
NAVAL ANCHORAGE, ISLAMABAD**

PURCHASER	
Annex A	Registration Form (PN Personnel) & Family Details Form DOWNLOAD
Annex B	Registration Form (Others) & Family Details Form DOWNLOAD
Annex C	Affidavit (Judicial Stamp Paper – JSP) attested by Notary Public DOWNLOAD
Annex D	Specimen Signatures & Thumb impression of transferee in presence of Admitting / Witnessing Officer
	Payment receipts of all applicable taxes (CVT, Advance Tax / as applicable) DOWNLOAD
	Two latest passport size photographs (attested)
	Two copies of valid CNIC each (self / of NOK/ Nominee) Form B (U/18 Yrs) (CNIC Validity atleast 30 days) (All attested)
	Guardianship Certificate for under 18 years from Family Court
	Plot / House / Plaza / Flat / Shop all applicable transfer fees
SELLER	
Annex E	Affidavit on JSP attested by Notary Public DOWNLOAD
Annex F	Undertaking on JSP attested by Notary Public DOWNLOAD
Annex G	No Demand Certificate (NDC) / dues clearance certificate DOWNLOAD Admin Office DOWNLOAD
Annex H	Specimen Signatures & Thumb Impression in presence of Admitting / Witnessing Officer DOWNLOAD
	Return Original Allotment / Transfer Order / Provisional Allotment Letter
	Return of original registration / membership letter (issued under Annex A/ B)
	Return Original NOC / NEC or lien clearance certificate from Bank
	Return building plan approval / building completion certificates
	Payment receipts all applicable taxes (Advance Tax, Gain Tax / as applicable)
	Two copies of valid CNIC / Form B (U/18 Yrs) (CNIC Validity at least 30 days) (All attested)
	Plot / House / Plaza / Flat / Shop all applicable transfer fees
	Guardianship Certificate for U/18 Yrs from Family Court
ISSUANCE OF PLOT / PLOT FILE TO LAND OWNERS	
	Registration Form - Annex A / Annex B
Annex C	Affidavit on JSP attested by Oath Commissioner
Annex D	Specimen Signatures & Thumb impression of transferee in presence of Admitting / Secy LAC
	Two latest passport size photographs (attested)
	Two photocopies of valid CNIC each of self, NOK/ Nominee/ Form B (All attested)
	Guardianship Certificate for U/18 Yrs from Family Court
	Applicable Fees/ charges as per agreement or as amended from time to time
	Approval/ Authority for issuance of Plot File along with copy of agreements & Land Mutation documents
TRANSFER UNDER INHERITANCE ON DEATH OF MEMBER	
	Court Succession Certificate (original / Court attested Copy)
	Release Deed (Annex K) on JSP and authenticated / attested by Registrar /1 st Class Magistrate DOWNLOAD
	Return Original Allotment / Transfer Order / Provisional Allotment Letter
	Death Certificate from area Union Council / Cantonment Board / NADRA
	Two latest Passport Size Photographs (attested) of each legal heir
	Two Copies of valid CNIC (attested) of each legal heir
	Specimen signatures of each legal heir; if required
	Clearance of Outstanding Dues & Case Processing Fee
TRANSFER OF PROPERTY THROUGH GENERAL POWER OF ATTORNEY (GPOA)	
	All documents as per Seller / Purchaser and undertaking (Annex J) for GPOA prepared with at least two witnesses received through Foreign Office / Embassy and registered with Registrar DOWNLOAD
	Payment of Outstanding Dues, applicable Fees and Taxes
LOSS OF ORIGINAL ALLOTMENT / TRANSFER ORDER / PROVISIONAL ALLOTMENT LETTER	
	Registration Form - Annex A / Annex B
	Annex L - Undertaking Affidavit on JSP attested by Notary Public DOWNLOAD
	Public Notice in three Daily Newspapers and FIR / Police Report (Original)
	Two latest Passport Size Photographs and Two Copies of valid CNIC (all attested)
	Applicable Fees / Charges
	Value of Judicial Stamp Papers DOWNLOAD Document Processing Time Periods DOWNLOAD

Date: _____

Signature Sponsor
Property Dealer / Estate Agent
Office Stamp

- Notes:
1. All papers are to be stamped and signed by the sponsor property dealer except stamp papers
 2. Strike out whichever is not applicable or attached
 3. May print forms on both sides