

# FORM A

Serial No:      (For Official use only)

Phase:	III	IV	V
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**APPLICATION FOR TRANSFER OF ALLOTMENT/OWNERSHIP OF PLOT/FLAT THROUGH GIFT ON PAYMENT OF TRANSFER FEE**

To		The Director (Estate), Federal Government Employees Housing Foundation, Islamabad
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Paste 1 Fresh Passport  
Size Colour Photograph  
(attested from Backside)

Subject:	TRANSFER OF ALLOTMENT OF PLOT/FLAT NO								STREET/BLOCK NO								
	SECTOR					-			/		ISLAMABAD						

Dear Sir,

I am allottee/owner of Housing Foundation's Plot/Flat No				
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Street/Block No					Sector		-			/		Islamabad measuring					Sq. Yds.
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/Sq. Ft. vide allotment letter/transfer letter No

dated			-			-				I have now decided to transfer the said Plot/Flat <b>Through Gift</b> to
	D	D	-	M	M	-	Y	Y	Y	

[illegible]

CNIC No					-								-		resident of						
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for consideration of love and affection. I have gifted the above said Plot/Flat to my real (Son/Daughter/Wife/Father  
/Mother/Husband) on account of love and affection as I deeply touched by the treatment, obedience and natural  
love of my above named Son/Daughter/Wife/Father/Mother/Husband. It is, therefore, requested that the allotment  
of the Plot/Flat may kindly be transferred with all my rights, liabilities and deposits in the name of

[illegible]

Yours faithfully,

Date:			-			-	2	0	1	0
	D	D	-	M	M	-	Y	Y	Y	Y

[illegible]

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

Signature of Allottee/Donor:

CNIC No: (without dashes)

Phone Residence/Office:

Mobile No:

E-mail Address (if any):

# FORM B

Serial No: 

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 (For Official use only)

Phase:	III	IV	V
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Paste 1 Fresh Passport Size  
Colour Photograph  
(attested from Backside)

## APPLICATION/DECLARATION OF TRANSFEREE THROUGH GIFT

[illegible][illegible]

CNIC No: 

						-										-	
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, resident of 

--	--	--	--	--

[illegible]

hereby admit the contents of the above application (given on FORM - A) as correct and enclose herewith a

Bank Draft No: 

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 Dated: 

		-			-	2	0	1	
D	D	-	M	M	-	Y	Y	Y	Y

issued by

															B	A	N	K		L	T	D
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	---	---	---	--	---	---	---

for Rs. 

4	5	0	0	/	=
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 (Rupees      FOUR THOUSAND AND FIVE HUNDRED ONLY      )

drawn on

															B	A	N	K		L	T	D
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	---	---	---	--	---	---	---

Islamabad in favour of Housing Foundation, Islamabad on account of transfer fee.

In case the allotment is transferred through gift in my name, I hereby undertake:

- i) To abide by all the terms and conditions of allotment of the Plot/Flat and to comply with all the orders, directions, instructions, etc. issued from time to time by Housing Foundation.
- ii) To pay all the dues, fees charges etc. payable by the Allottee/Donor to the Housing Foundation or any other Government Department, Organization, Agency etc. in respect of the said Plot/Flat.
- iii) To use the Plot/Flat for the same purpose for which it was allotted and to construct the building complying with all the relevant Rules/Regulations, directions, instructions, etc. enforce or issued from time to time by the Housing Foundation.

Date: 

		-			-	2	0	1	
D	D	-	M	M	-	Y	Y	Y	Y

Specimen Signatures:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Signature of Donee:

Name: \_\_\_\_\_

S/D/W/F/M/H of: \_\_\_\_\_

Address:

CNIC No: (without dashes)

[illegible]

Phone Residence/Office:

[illegible]

Mobile No:

0	3			-							
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E-mail Address (if any):

## ATTESTATION

Signature: \_\_\_\_\_

Name & Designation:

CNIC No: (without dashes)

[illegible]

(Stamp/Seal of Officer)

(Typed on Rs.30/- Non-Judicial Stamp Paper & duly countersigned by Notary Public and Magistrate 1<sup>st</sup> Class alongwith attested copies of CNIC's of witnesses)

ORAL GIFT DECLARATION

I, \_\_\_\_\_ Son/Daughter/Wife \_\_\_\_\_ of \_\_\_\_\_ resident \_\_\_\_\_ of \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

- 1. That I am Mohammadan and governed by the sunni concept of Mohammadan Law.
- 2. That I have great love and affection for my real Son/Daughter/Wife/Father/Mother/Husband. I am deeply touched by the treatment, obedience, and natural love of my above named Son/Daughter/Wife/Father/Mother/Husband.
- 3. That I had gifted my Plot/Flat No. \_\_\_\_\_ Street/Block No \_\_\_\_\_ Sector \_\_\_\_\_ to my above named Son/Daughter/Wife/Father/Mother/Husband out of my saving and the said gift is irrevocable.
- 4. That I have handed over the possession to the donee who has accepted the gift and taken over the same.
- 5. That the above gift is complete, irrevocable and unconditional .It has been made on account of natural love and affection.
- 6. That I have now no concern or claim or any interest with the said Plot/Flat.
- 7. That the above donee have now become absolute owner of the said Plot/Flat and he/she has full right to use, enjoy, invest anywhere in any shape to anybody else, desired by them. In this respect I will have no objection.
- 8. That this declaration of gift has been made by the donor without any undue influence or coercion and in full knowledge of the facts and consequence of the gift made.

That my above mentioned statement is correct and true to the best of my knowledge and belief and nothing has been concealed therein.

Dated: \_\_\_\_\_ DONOR/DEPONENT \_\_\_\_\_

ACCEPTANCE OF GIFT

I, Mr./Mrs./Miss \_\_\_\_\_ Son/Daughter/Wife/ Father/Mother/Husband of \_\_\_\_\_ resident \_\_\_\_\_ of \_\_\_\_\_ do hereby solemnly affirm and declare that I have accepted the above said gift made out by above mentioned donor and have taken over the possession of the same.

Dated: \_\_\_\_\_ DONEE \_\_\_\_\_

WITNESS:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- CNIC NO: \_\_\_\_\_
- CNIC No: \_\_\_\_\_

(Typed on Rs.30/- Non-Judicial Stamp Paper & duly countersigned by Notary Public and Magistrate 1<sup>st</sup> Class alongwith attested copies of CNIC's of witnesses)

INDEMNITY BOND FROM ALLOTTEE / DONOR

I, Mr./Mrs. \_\_\_\_\_ Son/Daughter/Wife/ Father/Mother/Husband of \_\_\_\_\_ CNIC No \_\_\_\_\_ resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under:

1. That the Executant has gifted Plot/Flat No.\_\_\_\_\_ measuring \_\_\_\_\_ Street/Block No.\_\_\_\_\_ Sector \_\_\_\_\_, Islamabad to my Son/Daughter/Wife/Father/Mother/Husband named \_\_\_\_\_ resident of \_\_\_\_\_.
2. That the executant has submitted transfer application Form No.\_\_\_\_\_ in the Federal Government Employees Housing Foundation, Islamabad for transfer of the said Plot/Flat in favour of donee and the executant also submits this indemnity bond to the effect that the above said Plot/Flat is free from all sorts of encumbrances and the executant is the sole absolute and exclusive owner of the above said Plot/Flat and has not taken any loan from any agency/bank.
3. That I hereby undertake to indemnify the donee and FGEHF that if due to some legal defects in ownership the above said Plot/Flat goes out the possession or ownership of the Donee or FGEHF suffers any losses the executant shall pay back the entire expenses and damages to the Donee.
4. That the executant further agrees on his/her own behalf and his / her heirs, administrators, assignees to indemnify the Purchaser and keep him harmless against or from any damage, cost and expenses which he may sustain and incur by reason of a claim being made by any arrear due therefrom.
5. That I further agree to abide by all the rules and regulations of the FGEHF which are permanently enforced or those to be enforced in future.

IN WITNESS WHEREOF I have here into set and subscribed under my hands at Islamabad on this \_\_\_\_\_ the day of \_\_\_\_\_ 20 \_\_\_\_.

EXECUTANT: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No: \_\_\_\_\_

WITNESS 1: \_\_\_\_\_

CNIC No: \_\_\_\_\_

WITNESS 2: \_\_\_\_\_

CNIC No: \_\_\_\_\_

**(Typed on Rs.30/- Non-Judicial Stamp Paper & duly countersigned under Notary Public and Magistrate 1<sup>st</sup> Class alongwith attested copies of CNIC's of witnesses).**

## INDEMNITY BOND FROM DONEE

I, Mr./Mrs. \_\_\_\_\_ Son/Daughter/Wife/ Father/Mother/Husband of \_\_\_\_\_, CNIC No \_\_\_\_\_ resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That I have been gifted Plot/Flat No. \_\_\_\_\_ Street/Block No \_\_\_\_\_ measuring \_\_\_\_\_ Sector \_\_\_\_\_, Islamabad from \_\_\_\_\_ Mr./Mrs. \_\_\_\_\_  
 \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_  
 \_\_\_\_\_, CNIC No \_\_\_\_\_ resident of \_\_\_\_\_  
 \_\_\_\_\_.
2. That I have satisfied myself about the title of the aforesaid donor in the aforesaid property and have so gifted the aforesaid Plot/Flat at my own risk.
3. That I hereby undertake to indemnify the Federal Government Employees Housing Foundation, Islamabad against all losses or damages if any that may be occasioned to the Foundation by the transfer/mutation of the aforementioned Plot/Flat in my favour.
4. That I, hereby further undertake to indemnify the Federal Government Employees Housing Foundation that the said Plot/Flat has not been mortgaged/ pledged /encumbered with any bank or any other loan giving agency.
5. That I further agree to abide by all the rules and regulations of the Housing Foundation which are presently in force or those to be enforced in future.

IN WITNESS WHEREOF I have here in to set and subscribed under my hands at Islamabad on this \_\_\_\_\_ the day of \_\_\_\_\_ 20\_\_\_\_.

EXECUTANT: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No: \_\_\_\_\_

WITNESS 1: \_\_\_\_\_

CNIC No: \_\_\_\_\_

WITNESS 2: \_\_\_\_\_

CNIC No: \_\_\_\_\_

## INSTRUCTIONS FOR SUBMITTING APPLICATION (GIFT)

- |     |   |
|-----|---|
| 1.  | The application form should be carefully and correctly filled in and necessary information given therein.   |
| 2.  | Incorrect information given in the application will render the allotment liable to cancellation and subject to delay in the processing of case.   |
| 3.  | The following documents are required to be attached with the application:   |
|     | <b>COMPLETE THE CHECKLIST FOR YOUR OWN CONVENIENCE</b>  |
|     | <ul style="list-style-type: none"> <li>i) Three Fresh Passport size coloured Photographs attested (One from Front and Two from Back side) of the Allottee/Donor and the Donee each.</li> <li>ii) Bank Payment receipt of transfer fee.</li> <li>iii) Original Provisional and Final Allotment Letters/Transfer Letter and Certificate (in case of second Transfer).</li> <li>iv) Photocopy of the CNIC of the Officer attesting the certificate/signatures of the Donee.</li> <li>v) Indemnity bond on Rs. 30/= stamp paper as per specimen enclosed, both from the Donor and the Donee.</li> <li>vi) Attested photocopies of CNIC of the Donor, Donee and Witnesses.</li> <li>vii) ORAL GIFT declaration on Rs. 30/= stamp paper duly attested by notary public.</li> <li>viii) Transfer fee receipt of Rs. 600/= (including Form fee Rs.100/- and Processing fee Rs.500/-) deposited in the Askari Bank Limited.</li> </ul> |
| 4.  | The Bank Draft submitted with the application will be deposited in F.G.E. Housing Foundation account and in case due to any reason the request of the Allottee/Donor is not acceded to, the amount will be refunded only to the party who deposited the amount.   |
| 5.  | The application once filed will not be withdrawn without the consent of both the parties in writing.  |
| 6.  | The proposed Donee should satisfy himself in his own interest before submitting the application that all the dues have been paid by the Donor, requisite documents attached and application form properly and correctly filled in.  |
| 7.  | The Certificate and Application/Declaration by the Donee should be attested by a Gazetted Officer not below BPS-17.   |
| 8.  | Transfer application complete in all respect should be presented to the Admitting Officer.  |
| 9.  | Transfer case will be entertained on all working days from 09:00 a.m. to 02:00 p.m.   |
| 10. | Incomplete application shall not be accepted.   |
| 11. | The Transfer Fee shall be deposited at the rate of Rs. 250/= per sq. yds. The schedule is given below as required for different categories of Plots.  |

SN	PHASE	SIZE OF PLOT/FLAT	TRANSFER FEE	URGENT FEE (If admitting on same day)
1.	Phase-III (QAU)	60'x100'	Rs. 4,500/=	Rs. 28,125/=
2.	Phase-III & Phase-IV	50'x90'	Rs. 4,500/=	Rs. 28,125/=
3.	Phase-III, Phase-III (QAU) & Phase-IV	40'x80'	Rs. 4,500/=	Rs. 20,025/=
4.	Phase-III & Phase-IV	35'x70'	Rs. 4,500/=	Rs. 15,000/=
5.	Phase-III (QAU)	30'x70'	Rs. 4,500/=	Rs. 15,000/=
6.	Phase-III & Phase-IV	30'x60'	Rs. 4,500/=	Rs. 15,000/=
7.	Phase-III (QAU)	25'x50'	Rs. 4,500/=	Rs. 15,000/=
8.	Phase-III & Phase-IV	25'x40'	Rs. 4,500/=	Rs. 15,000/=
9.	Phase-V (C-TYPE Flat)	1100 Sq. Ft.	Rs. 4,500/=	Rs. 15,000/=
10.	Phase-V (D-TYPE Flat)	900 Sq. Ft.	Rs. 4,500/=	Rs. 15,000/=
11.	Phase-V (E-TYPE Flat)	700 Sq. Ft.	Rs. 4,500/=	Rs. 15,000/=

