

# 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:

**COMPLETE THE CHECKLIST FOR YOUR OWN CONVENIENCE**

- i) Three Fresh Passport size coloured Photographs attested (One from Front and Two from Back side) of the Allottee/Donor and the Donee each.
  - ii) Bank Payment receipt of transfer fee.
  - iii) Original Provisional and Final Allotment Letters/Transfer Letter and Certificate (in case of second Transfer).
  - iv) Photocopy of the CNIC of the Officer attesting the certificate/signatures of the Donee.
  - v) Indemnity bond on Rs. 30/= stamp paper as per specimen enclosed, both from the Donor and the Donee.
  - vi) Attested photocopies of CNIC of the Donor, Donee and Witnesses.
  - vii) ORAL GIFT declaration on Rs. 30/= stamp paper duly attested by notary public.
  - viii) Transfer fee receipt of Rs. 600/= (including Form fee Rs.100/- and Processing fee Rs.500/-) deposited in the Askari Bank Limited.
- 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 The application once filed will not be withdrawn without the consent of both the parties in writing.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/=