AFFIDAVIT

We,(1) _____ son of _____, CNIC No. _____ resident of _____, (TRANSFEROR) and (2) _____ son of,_____ CNIC No. _____, resident of _____, (TRANSFEREE), do hereby solemnly affirm and declare as under:-

1. That the Deponent No.1 is allottee and Deponent No.2 is transfer of _____ measuring _____.
2. That we are bound to pay the evaluation rates set by the Government according to the law, when it will be demanded by the FGEHA, FBR or Govt of Pakistan.
3. That we are also bound to pay all the taxes or amount of CGT, CVT. Advance withholding or any other tax (if any) according to the law, which are applicable from _____, when it will be demanded by the FGEHA. FBR or Govt. of Pakistan.
4. That we hereby undertake that we will not oppose it and we will not challenge it in any court of law and in this regard FGEHA will not be responsible for any type of consequences.
5. That the declared value of property has been mutually agreed and decided by us (seller and purchaser) and we will be answerable /responsible to any further question made by FBR regarding value of the property and FGEHA will not responsible in this regard.
6. That if we fall to pay/deposit the above said Tax as per evaluation rates fixed by FBR, it will be right of the authority to withdraw transfer latter.
7. That we will abide by all rules and regulations of FGEHA, Islamabad.
8. We shall bound to deposit any task imposed by FBR on this transition.

That whatever stated above is true and correct to the best of our knowledge and belief and nothing has been concealed willfully.

DEPONENTS

_____
Name _____
CNIC No. _____

_____
Name _____
CNIC No. _____

INDEMNITY BOND FROM TRANSFEREE

I, _____ son of _____, CNIC No. _____, resident of _____, do hereby solemnly affirm and declare as under:-

1. That I have purchased _____ measuring _____ from _____ son of _____, CNIC No. _____, resident of _____.

2. That I have satisfied myself about the genuineness of the allottee/transferor and title of the aforesaid vender/transferor in the aforesaid property and have so purchased/obtained the aforesaid Plot at my own risk.

3. That I hereby undertake to indemnify the Federal Government Employees Housing Authority, Islamabad against all losses or damages if any that may be occasioned to the Authority by the transfer/mutation of the aforementioned Housing in my favour.

4. That I hereby undertake to indemnify the FGEHA that the said Plot 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 Foundation, which are presently in force or those to be enforced in future.

IN WITNESS WHEREOF I have in to set and subscribed under my hand at Islamabad on this _____.

EXECUTANT: _____

_____

CNIC No. _____

Witness 1._____
CNIC No._____

Witness 2._____
CNIC No. _____

INDEMNITY BOND FROM TRANSFEROR (ALLOTTEE)

_____ son of _____, CNIC No. _____ resident of _____, do hereby solemnly affirm and declare as under:-

1. That the executant has sold _____, measuring _____ to _____ son of _____, CNIC No. _____, resident of _____.

2. That the executant has submitted transfer application form No._____ in the Federal Government Employees Housing Authority, Islamabad for transfer of the said Plot in favour also submitted an indemnity bond to the effect that the above said Plot is free from all sort of encumbrances and the executants is the sole absolute and exclusive owner of the above said Plot has not taken any loan from any agency/bank.

3. That I hereby undertake to indemnify the purchaser and FGEHA that if due to same legal defects in ownership the above said Plot goes out the possession or ownership of the purchaser or the purchaser/FGEHA suffer any losses the executant shall pay back the entire sale consideration along with expenses and damages to the purchaser.

4. That the executants further agree for himself/herself and his/her heirs, administrators assigns to have the purchaser and keep him/her harmless against or form any damage cost and expenses which he/she may sustain and incure by reason or claim being made by any arrear due there form.

5. That I further agree to abide by all the rules and regulation of the FGEHA, which are permanently enforce or those to be enforced in future.

IN WITNESS WHEREOF I have here into set and subscribed under my hand at Islamabad on this _____.

EXECUTANT:_____

_____

CNIC No. _____

Witness 1._____
CNIC No._____

Witness 2._____
CNIC No. _____

SALE AGREEMENT

THIS SALE AGREMEMNT is made at Islamabad on this _____ between _____ son of _____, CNIC No. _____, resident of _____ (hereinafter called the first party-SELLER) which expression where the context so admits shall include and mean his/her heirs, successor-in-interest, legal representatives and assignees, of the one part

And

_____, son of _____, CNIC No. _____, resident of _____, (hereinafter called the second party-PURCHASER) which expression where the context so admits shall include and mean his/her heirs, successors-in-interest, legal representatives and assignees, of the other part, whereby agreed as under:-

WHEREAS the first party is the owner of _____, measuring _____. The said Plot is free from all sorts of encumbrances. That the executant has submitted transfer application form No._____ in the Federal Government Employees Housing Authority, Islamabad for transfer of the said Plot in favour of Purchaser.

AND WHEREAS the first party hereby sells, transfers, conveys and alienates and said Plot in consideration of Rs._____, in favour of the second party, and the first party has received the full and final consideration a sum of Rs.(_____)

From the second party in the following manner:-

a) Rs._____in cash.
b) Rs._____vide P.O No._____ dated_____ drawn on_____

And the first party acknowledges the receipt of the same. Now there is nothing outstanding against the second party towards the above said Plot.

AND THAT the first party has submitted the transfer application for transfer of the said Plot in favor of the second party, in the office of the FGEHA, Islamabad.

AND THAT the second party has now become absolute owner of the said Plot and the second party has rights to use, enjoy, sell/ transfer the said Plot in any shape to anybody else, desired by him. In this respect the first party will have no objection.

AND THAT all prior dues of the said Plot, if any, will be paid/ cleared by the first party, and transfer fee has paid by the second party.

AND THAT if the FGEHA does not transfer the said Plot in favor of the second party, due to any legal defect in the title of the first party, then the first party will pay back the received entire sale consideration along with all losses and damages to the second party, immediately.

IN WITNESS WHEREOF, both the parties have set their respective hands on this Agreement on the day, month and year first mentioned above.

1st Party_____

_____
CNIC No. _____

2nd Party_____

_____
CNIC No. _____

WITNESSES

1._____
Name: _____
CNIC No. _____

2._____
Name: _____
CNIC No. _____

UNDERTAKING

1. We, BOTH TRANSFERR AND TRANSFEREE
CASE/FILE NO._____(_____)
ARE AGREED ON THE ADMITTING OF THE TRANSFEER CASE i.e SUBJECT TO **VERIFICATION / CLEARANCE OF CNICs FROM NADRA / LEGAL CLEARANCE/ ACCOUNTS CLEARANCE/ DOCUMENTS CLEARANCE ETC.**

2. WE BOTH WILL HAVE NO OBJECTION IF THE PROCESSING OF CASE TAKES MORE THAN ONE DAY AFTER ADMITTING.

Signatures of Donor/Transferor. Signatures of Donee/Transferee

SIGNATURE OF TRANSFEROR
Name: _____
CNIC NO: _____

SIGNATURE OF TRANSFEREE
Name: _____
CNIC NO: _____

FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY
10 MAUVE AREA, SECTOR G-10/4, ISLAMABAD

Form No.			Phase	III IV V
	(for Official use only)			
File No	Dated:			
	(TO BE SUBMITTED ALONGWITH DOCUMENTS)			
Submitting Date	D D - M M - Y Y Y Y		Admitting Date	D D - M M - Y Y Y Y

	DOCUMENTS RECEIVED & CHECKED	By the Applicant	By Official Use Only
1	Transfer Application Form	☐	☐
2	Original Offer & Allotment Letter / T Letter	☐	☐
3	Two Photographs of both Parties	☐	☐
4	Photocopy of NIC's of both parties duly attested by Class-1 Officer	☐	☐
5	Photocopy of NIC of attesting Officer	☐	☐
6	Photocopy of NIC's of witnesses	☐	☐
7	NOC'S / NDC from Law, Finance & Technical Wing	☐	☐
8	Affidavits from both parties	☐	☐
9	CVT (if applicable) of Sale Agreement amount	☐	☐
10	National Tax Number (NTN) Certificate	☐	☐
11	Two Copies of Sale Agreement	☐	☐
12	Identification Column is to certified by the Estate Agent if transaction through him	☐	☐
13	NOC loan giving agency (if applicable)	☐	☐
14	Original GPA/SPA (if applicable)	☐	☐
15	In case of family transfer relationship proof be given	☐	☐
16	Original deposit receipt of transfer fee	☐	☐

Submitted By ALLOTTEE/TRANSFEROR

Signature._____

Name: _____

ALLOTEE / TRANSFEROR

ALLOTEE / TRANSFEROR

Note: Admitting of Urgent Transfer Case is conducted between 01:00 P.M to 04:00 PM within 24Hours after submission subject to the fulfillment of all the codal Formalities of Transfer Case

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FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY
10 MAUVE AREA, SECTOR G-10/4, ISLAMABAD

RECEIPT

Received Transfer application Form No.		dated	D D - M M - Y Y Y Y
Against File No.	Dated:		
The transferor and transferee are requested to contact the Authority's office on *			D D - M M - Y Y Y Y
Admission of the sale/transfer:			
Dated:	D D - M M - Y Y Y Y		ASSISTANT DIRECTOR (ADMITTING)

Note: Admitting of Urgent Transfer Case is conducted between 01:00 P.M to 04:00 PM within 24Hours after submission subject to the fulfillment of all the codal Formalities of Transfer Case.

* (Admitting of ORDINARY TRANSFER CASES is conducted between 09:00 a.m to 12:00 noon only)

FORM A
(For Official use only)

Serial No.
Phase

III	IV	V

Paste 1 Fresh Passport Size Colour Photograph (attested from Backside)

APPLICATION FOR TRANSFER OF ALLOTMENT OF PLOT ON PAYMENT OF TRANSFER FEE

To,

The Director (Estate),
Federal Government
Employees Housing
Authority, Islamabad.

Subject: **TRANSFER OF ALLOTMENT OF PLOT**

Dear Sir,

I am allottee/owner of Housing Authority Plot

Vide Allotment | Date:

I have now decided to transfer the Plot to _____ son of _____, CNIC No. _____, resident of _____. from whom I have received the amount of **Rs.**_____. The Purchaser has agreed to abide by all the terms and conditions of allotment and those given in the brochure and to clear the dues payable in respect of that Plot, if any. It is therefore, requested that the allotment of the Plot kindly be transferred with all my rights, liabilities and deposited in the name of _____ son of _____, CNIC No. _____.

Date: _____
Name:

Yours faithfully,

_____

Son of
Address:

Signature of Allottee/Donor
CNIC No:

Mobile No (Mandatory):

Email Address (Mandatory):

_____

FORM B

Serial No. sr-no
Phase

III	IV	V

Paste 1 Fresh Passport Size Colour Photograph (attested from Backside)

APPLICATION/DECLARATIONOF TRANSFEREE

_____son of _____, resident of _____, CNIC No. _____.

Hereby admit the contents of the above application (given on FORM –A) as correct and enclose herewith a
Bank Draft No. Dated:
Issued by

	-	B	A	N	K	-	L	T	D

For Rs. _____/-
Drawn on

	-	B	A	N	K	-	L	T	D

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

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

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

Date: _____

Signature of Transferee:_____

Specimen Signatures

1._____

2._____

3._____

Name:

Son of

Resident of.

ATTESTATI

Signature _____

Name & Designation

_____

CNIC Without (-)

(Stump/Seal off)

CNIC
_____
Mobile Number (Mandatory):

E-mail Address (Mandatory):

_____

File Number: _____

To

Assistant Director Estate __
FGE Housing Authority
Islamabad.

Subject: **Application For Issuance of NOC / NDC For Transfer of Plot from Law/Accounts/Technical**

It is submitted that I am the owner of _____.

I intend to transfer/sale the above mentioned Plot you are requested, to kindly grant me NOC/ NDC for the said purpose.

Thank you very much.

Owner's Signature_____

Name of owner _____

Contact Number _____

CNIC No. _____

File No._____

SELLER DATA

1.	NAME OF SELLER	
2.	CNIC # OF SELLER	
3.	DESCRIPTION OF PROPERTY	
4.	VALUE	
5.	DATE OF SALE	
6.	PERIOD OF RETENTION OF PROPERTY	
7.	AMOUNT OF CVT LEVIED /PAID IF ANY	

SIGNATURE OF SELLER:_____

Name: _____

CNIC No. _____

File No._____

PURCHASE DATA

1.	NAME OF PURCHASER	
2.	CNIC # OF PURCHASER	
3.	DESCRIPTION OF PROPERTY	
4.	VALUE	
5.	DATE OF TRANSFER IN THE NAME OF PURCHASE	
6.	PERIOD OF RETENTION OF PROPERTY	

SIGNATURE OF PURCHASER:_____

Name: _____

CNIC No. _____

Sr No._____

S-name s-f name, CNIC No. s-cnic resident of S-address. (TRANSFEROR) and (2) **P-name** p-f name, CNIC No. p-cnic resident of P-address, (TRANSFEREE), For Affidavit in favour of FGEHA Islamabad.

Sr No._____

P-name p-f name, CNIC No. p-cnic, resident of P-address, For INDEMNITY BOND FROM TRANSFEREE in favour of FGEHA Islamabad.

Sr No._____

S-name s-f name, CNIC No. s-cnic**,** resident of S-address. For indemnity Bond Of Transferor in favour of FGEHA Islamabad.

Sr No._____

(1) **S-name** s-f name, CNIC No. s-cnic, resident of S-address (hereinafter called the first party-SELLER). (2) **P-name** p-f name, CNIC No. p-cnic, resident of P-address (hereinafter called the first party-PURCHASER). For SALE AGREEMENT in favour of FGEHA Islamabad.

Sr No._____

(1) **S-name** s-f name, CNIC No. s-cnic, resident of S-address (Transferor). (2) **P-name** p-f name, CNIC No. p-cnic, and resident of P-address (Transferee). For Undertaking in favour of FGEHA Islamabad.

AFFIDAVIT

I _____ son of _____, CNIC No. _____, resident of _____. (here is called Seller).I _____ son of _____, CNIC No. _____, resident of _____, (here is called purchaser) do hereby solemnly affirm and declare as under:-

1. That we are Transferor and Transferee of _____, measuring _____.
2. That the said section Plot is transferred in **conditional basis** due to NOC/NDC not clearance from technical section and if found any violation of the said Plot, we will be responsible for the same.
3. We will accept FGEHA decision in this regard.
4. After transfer kindly issue the conditional transfer letter in the name of Transferee. We will have no objection in the regard and have started the completion certificate process in CDA/FGEHA and Transferor's has agreed to provide the completion certificate to Transferee will not sale the said Plot until issuance of completion certificate from CDA/FGEHA.

That whatever stated above is true and correct to the best of our knowledge and belief and nothing has been concealed willfully.

_____
SIGNATURE OF TRANSEROR

Name: _____
CNIC No. _____

_____
SIGNATURE OF TRANSFREE

Name: _____
CNIC No. _____

Sr No._____

S-name s-f name, CNIC No.s-cnic, resident of S-address. (here is called Seller). **P-name p-f name**, resident of P-address, CNIC p-cnic, (here is called purchaser), For Affidavit in favour of FGEHA Islamabad.

AUTHORITY LETTER

I, **s-name** s-f name, CNIC No. s-cnic resident of s-address allottee/owner of **s-p address**, Measuring s-p size do hereby authorize to **a-name** a-f name, NIC No. a-f cnic, to submit transfer documents and obtain transfer date from the office of the FGEHA on my behalf I have no objection, to appear before the Authority/Authorities wherever my presence is required and to sign wherever my signatures are required for the purpose aforesaid and to do act for the purpose mentioned above.

EXECUTANT_____

NAME: s-name

CNIC No. s-cnic

AUTHORITY HOLDER_____

NAME: a-name

CNIC No. a-cnic

AGREEMENT TO SELL

This Agreement to Sell is made at Islamabad on the t-date, between **s-name** s-f name, resident of s-address, NIC No. s-cnic (hereinafter called the First Party-SELLER) which expression where the context so admits shall include and mean his heirs, successors-in-interest, legal representatives and assigns, of the one part;

AND

p-name, p-f name, CNIC No. p-cnic, resident of p-address (hereinafter called the Second Party-PURCHASER) which expression where the context so admits shall include and mean his heirs, successors-in-interest, legal representatives and assigns of the other part, whereby agreed as under.

WHEREAS the First Party is sole, absolute, rightful and lawful owner/allottee of s-p address, measuring s-p size, vide Allotment Order No. **f-no** dated **f-date** and the said plot is free from all sorts of encumbrances and litigations etc

AND WHEREAS the First Party has agreed to sell and the Second Party has also agreed to purchase the said plot along with its all rights, interest, deposits, easements, appurtenance, privileges, advantages whatsoever attached with the said Plot, in consideration of Rs.**t-amount**(Rupees te-amount) and the First Party has received a sum of Rs.**tr-amount**(Rupees tre-amount), as earnest money from the Second Party, in the following manner:-

a) Rs. _____cash.

And the First Party acknowledges the receipt of the same.

AND THAT the time limit for finalization of this deal has been fixed by both the parties upto **_____.** It is being further agreed and understood that this time shall be essence of this agreement.

AND THAT the First Party will be responsible to get the said Plot transferred in favour of the Second Party or his nominee, within above prescribed period.

AND THAT the Second Party will pay the remaining consideration a sum of Rs. _____/- (Rupees _____), to the First Party, within prescribed period, at the time of transfer of the said Plot in the office of the FGEHF.

AND THAT if the First Party refuses this deal or fails to get the said Plot transferred in favour of the Second Party or his nominee, within prescribed period, then the First Party will be responsible to pay double amount of the received earnest money to the Second Party, immediately. And in such case the second party will also be competent to complete this deal through the Court of Law, on risk and cost of the First Party. In such case any objection by the First Party will not be considered.

Cond…..P/2

AND THAT if the Second Party backs out from this deal or fails to pay the remaining consideration within prescribed period, then this deal will be considered cancelled and the received earnest money will be forfeited.

AND THAT all liabilities and all prior dues of the said Plot, if any, will be paid/cleared by the First Party and transfer feel will be paid by the Second Party.

AND THAT the First Party has also agreed, that the Second Party is at liberty to get the said Plot transferred in his own favour or in favour of any other person(s), desired by him.

AND THAT THE FIRST PARTY HEREBY ASSURES THE SECOND PARTY:-

a) That the First Party has paid all dues, rents, taxes, assessments, cesses payable in respect of the said Plot up to the date of these presents, which if not so paid, then the First Party alone shall be liable for the payment thereof.

b) That the First Party has not taken any loan against the said Plot, from any person, Bank or Co-operative Society not does any liability exists against the said Plot.

c) That the First Party has not stood surety or guarantor of any person or organization in respect of any bail or loan from any Co-operative Bank or organization in respect of any form or manner against the said Plot.

d) That it is also certified that the said plot has not been sold/mortgaged to any one previously.

e) That the First Party has not entered into any deal overtly or/and covertly with any person/party in respect of the said Plot.

IN WITNESS WHEREOF, both the parties have set their respective hands on this Agreement on the day, month and year first mentioned above.

First Party_____
Name: s-name
CNIC No. s-cnic

Second Party_____
Name: p-name
CNIC No. p-cnic

Witness 1._____
w-name
w-cnic

Witness 2._____
W2-name
W2-cnic

Sr No._____

s-name s-f name, resident of s-address, NIC No.s-cnic (Transferor) **p-name**, p-f name, CNIC No. p-cnic, resident of p-address (Transferee) For Sale Agreements in favour of FGEHA, Islamabad