

PROCEDURE FOR URGENT ISSUANCE OF NOC & TRANSFER LETTER

Procedure

1. Customer submit the documents for NOC as per para 9 and for Transfer Letter as per paras 10 & 11 below, to Incharge Transfer Section at Customer Care Centre (CCC).
2. Submitted documents will be checked by Incharge Transfer Section and receipt with estimated date of delivery of NOC will be given to customer and in case of Transfer after checking the document, Transfer actions will be executed along with biometric process/ pictures.
3. Seller and purchaser have to appear in person along with original CNICs at the time of transfer for verification, at Fazaia Housing Scheme, Tarnol for transfer of plot (In extreme circumstances and unavoidable circumstances split / distant appearance may be permitted by competent authority). The required document (i.e. NOC/ Transfer Letter) will be processed through proper channel and issued to customer.
4. Provisional Transfer letter will be issued to Purchaser giving details of (plot/ house), (documents attached) and mode of delivery (**By hand/ through Mail**). Expected Date of collection will be mentioned on which Original Transfer Letter can be collected from FHS Tarnol.

Timeline

5. (a) **NOC Document.** Three working days wef date of submission of complete documents alongwith clearance certificate of all dues.
(b) **Allotment /Transfer Letter.** Five working days wef date of submission of complete documents along with clearance of all dues.

Charges/ Fee

6. (a) **NOC Document.** Rs 10,000/-.
(b) **Allotment/Transfer Letter.** Rs 20,000/-

Documents required for Urgent NOC

7. Following documents are required along with Urgent NOC application:-
 - (a) Bank receipt / Pay Order/ Bank Draft of Urgent NOC fee and outstanding dues if any (In favor of Fazaia Housing Scheme Tarnol).
 - (b) 1x of CNIC (owner).
 - (c) 1x of allotment/ Transfer letter.
 - (d) 1x of completion certificate (in case of completed house / building).
 - (e) 1 x Recent Passport size photographs of owner with blue background

Documents required for Urgent Transfer Letter by Seller

8. The seller is to provide the following documents to Fazaia Housing Scheme Tarnol for transfer of plot:-
 - (a) **NOC** (No Objection Certificate) in original issued by AHQ/ FHST for sale of plot.

- (b) **Original Allotment letter** issued by FHST/ AHQ (Dte of EP)
- (c) **Application** for urgent transfer of plot by Seller (02 Photographs with Blue Background).
- (d) **Affidavit** by Seller of **Rs 50** duly attested by Notary Public.)
- (e) Attested photocopies of CNIC of **Seller** and **01 Witness**.
- (f) **WHT (Gain Tax)** Under Section 236C,(in case plot is being resold within four years).

(at 1% for Filer and 2% for non Filer of the mentioned amount in sale deed).

Documents required for Urgent Transfer Letter by Purchaser

9. Purchaser is to provide the following documents to Fazaia Housing Scheme Tarnol for urgent transfer of plot:-

- (a) Membership Application Form by the Purchaser duly attested by Notary Public.
- (b) Bank draft / Pay order/ Cash Deposit Slip, in favour of Fazaia Housing Scheme, Tarnol.
- (c) **Affidavit** by Purchaser of **Rs 50** duly attested by Notary Public.
- (d) Agreement between Dte of EP / FHS Tarnol and Purchaser on stamp paper of Rs 50 (drawn in the name of Purchaser) Attested by Notary Public (**Annexure-VI**).
- (e) **Sale agreement** between Seller & Purchaser on stamp paper of Rs 1200.
- (f) Attested photocopies of CNIC of (**Purchaser/ Next Of Kin & 01 witness**).
- (g) Two Passport Size Photographs (With Blue Background) of Purchaser.
- (h) **Stamp duty** levied by Govt of Punjab under article 63A. (1% of DC Rate)
- (j) **Advance Tax** (Under Section 236k) at 1% for Filer and 2% for Non Filer.