

DIRECTORATE OF ONE WINDOW OPERATION
CHECK LIST
TRANSFER OF PLOT/PROPERTY

1	Has prescribed transfer application form filled by the both parties been attested by gazetted officer or Bank Manager with by Name Stamp and in case of outees countersigned by 1st Class Magistrate.	YES/NO/NA
2	Has Transfer Fee as per prescribed rate in the shape of Pay Order been deposited.	YES/NO/NA
3	Has Original Allotment/ Offer Letter/ Transfer Letter been Surrendered	YES/NO/NA
4	Has NIC Copies of Allottee's Attorney and Transferee's been obtained	YES/NO/NA
5	Has NIC copy of Attesting Officer been enclosed	YES/NO/NA
6	Has three specimen signatures of Allottee's / Transferee's/ Attorney's duly attested been obtain	YES/NO/NA
7	Has Photographs of both the parties been obtained	YES/NO/NA
8	Has Affidavit/Undertaking by both parties on Non-Judicial Stamp Paper worth Rs. 10/- duly registered with Notary Public & countersigned by 1st Class Magistrate been obtained	YES/NO/NA
9	Has NOC from Revenue Dte (exempt vacant Plots) been obtained	YES/NO/NA
10	Has NOC from BCS, CDA for non-conforming use or non violation of Building & Zoning Regulation of the property been obtained	YES/NO/NA
11	Has original attorney along with CDA acceptance letter been obtained (if applicable)?	YES/NO/NA
12	Has affidavit by attorney regarding aliveness of allottee and operative of attorney duly attested by 1st Class Magistrate been obtained (if applicable)?	YES/NO/NA
13	Has Oraiginal agreement of CDA alongwith permission to mortgage letter by CDA (if executed) been obtained	YES/NO/NA
14	Has NOC from loan giving agency (if applicable) been obtained?	YES/NO/NA
15	Has Special Power of Attorney duly attested by the Embassy of Pakistan High Commission/ Consulate in case of proposed transferee in abroad been obtained?	YES/NO/NA
16	Has an affidavit regarding difference of signature/ Duplicate NIC dully attested by Notary Public/Oath Commissioner and Countersigned by 1st Class Magistrate been obtained?	YES/NO/NA
17	Has an affidavit in case of allotment to oustees of Islamabad prescribed by CDA duly attested by 1st Class Magistrate Obtained?	YES/NO/NA
18	Has the famale allottee been identified by her relative i.e. Father, mother , brother , sister , son, or daughter etc.?	YES/NO/NA
19	Has the NOC in case of government servant from his department obtained.	YES/NO/NA
20	Has copies of NICs of witness on indemnity Bonds of Allottee/ Attorney / Transferee been obtained?	YES/NO/NA
21	Has 2% CVT been paid on plot 500 sq: yards and above on Residential Plots. In case of commercial, Agro, P&V, I&T , Industrial on all sizes of Plots 2% CVT Imposed.	YES/NO/NA