

PROCEDURE FOR THE TRANSFER OF PLOT

A Commercial / Residential plot in any AWT Housing Scheme is transferable by completing and forwarding the following documents to AWT (Real Estate) office by seller (owner) as per specimen attached:-

- a. **Covering Letter** : To be signed / thumb marked with date by the seller only.
: (1) To be signed / thumb marked with date by the seller on front as well as obverse.
- b. **Affidavit** on a stamp paper of Rs,20/-, as prescribed by AWT
(2) To be signed / thumb marked with date by the purchaser on front only
(3) To be signed with date by 2 x witnesses on front only
(4) To be attested by Notary Public / Oath Commissioner.
- c. **Application Form** as prescribed by AWT
To be signed / thumb marked with date by the purchaser only.
- d. Photo copies of CNICs of seller, purchaser, purchaser's nominee and two witnesses are required to be attached.
- e. Original Confirmation/allotment letters, letter for Change of Plot No or transfer letter & Original NDC of the plot (if issued) with its covering letter are required to be returned to AWT.
- f. Seller (owner) is required to clear all dues against the plot up to the month of transfer of plot.
- g. Transfer fee, CVT and Stamp Duty to be paid by purchaser. For transfer fee a Demand Draft / Pay Order in favour of "AWT HOUSING SCHEME RAWALPINDI" payable at any bank in Rawalpindi, be prepared. CVT to be deposited in NBP/SBP by the purchaser and a copy of receipt duly stamped by the receiving bank be provided along with other transfer documents.
For Stamp duty the purchaser to obtain special adhesive stamp of appropriate amount from Treasury Office. For this purpose, an authority letter is issued to the purchaser for purchasing stamps from the Treasury Office.
- h. It is **mandatory** that seller (owner) to visit AWT Office and sign/mark thumb impression on above transfer papers in front of an officer of AWT.
- i. **In case seller is living abroad**, A General Power of Attorney is required. The General Power of Attorney must be issued from consulate office of that country, Attested by foreign office Pakistan and Registered by registrar.

**To: The Chief Executive Officer
Real Estate, AWT Plaza
6th Floor, The
Mall
Rawalpindi**

**Subject: Transfer of Plot-AWTHS D-18 (Sangjani)
Islamabad**

Dear Sir,

It is submitted that I have sold / gifted my Plot No. _____ Block _____
measuring _____ Sq Yds / Sq Fts situated at AWT Housing scheme D-18 Islamabad (Sangjani)

purchased by me from Army Welfare Trust to _____
CNIC No. _____ Resident of _____

It is therefore, requested that, the plot may please be transferred in the name of

purchaser _____ NIC No. _____

Following documents are submitted for your perusal please:-

- a. Original Allotment Letter
- b. Application Form
- c. Original Affidavit
- d. Demand Draft

Yours faithfully,

Name of Seller / Donor _____
NIC No. _____
Dated: _____
Tel No. _____

For Office Use

Registration No. _____

Plot No. _____

Size _____

Corner / Main boulevard _____



Passport Size
photo of
Applicant

**ARMY WELFARE TRUST
HOUSING SCHEME
D-18 (SANGJANI) ISLAMABAD**

APPLICATION FOR TRANSFER OF RESIDENTIAL/COMMERCIAL PLOT

1. NAME OF APPLICANT (IN CAPITAL LETTERS) _____

2. NAME OF FATHER / HUSBAND (IN CAPITAL LETTERS) _____

3. N.I.CARD NO. / PASSPORT NO. _____

4. POSTAL ADDRESS _____

5. PERMANENT ADDRESS _____

6. TELEPHONE NO: Office _____ Res: _____

7. Plot No _____ Block _____ Size _____ E-Mail _____

8. Occupation _____

9. AWT Online Member Portal: Yes No

10. **NOMINATION**

I hereby nominate Mr./Mrs./Miss _____

(a) Father's name / Husband's Name _____

(b) Identity Card No./Passport No.(attach Photocopy) _____

(in case of my demise the above nominee will be responsible for all the matters pertaining to plot in AWT Housing Scheme)

DECLARATION

I hereby solemnly declare that the information given above is correct to the best of my knowledge and belief. I hereby agree to abide by all the terms and conditions of residential / commercial plots and by-laws of Army Welfare Trust Housing Scheme.

Thumb Impression
Of Purchaser

Signature of Applicant

Date: _____

AFFADAVIT
(FOR TRANSFER OF PLOT)

1. I _____ s/d/w of _____
resident of _____

(CNIC No _____) do hereby solemnly affirm on oath and declare as under:-

- a. That I have sold/gifted my residential/commercial Plot No _____ Block _____ measuring _____ sq yds to _____ (CNIC No _____) situated at AWT Housing Scheme _____ allotted/transferred to me from Army Welfare Trust.
- b. I will not make any claim regarding the residential/commercial plot No _____ Block _____ measuring _____ sq yds, which is transferred in the name of _____
- c. Certified that I have not entered into a sale deed/agreement about this plot with any one prior to this deed.

2. a. I, the purchaser/transferee/donee have paid the applicable taxes as under and a copy of the Chalan bearing stamp of receiving Bank, is attached.

	<u>Type of Tax</u>	<u>Challan No</u>	<u>Date</u>	<u>Amount</u>	<u>Paid into</u>
(1)	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____

- b. I, the transferee/purchaser/donee _____ s/d/w of _____
_____ (CNIC No _____) will abide by all the prevalent rules/instructions of Army Welfare Trust particularly, the following, failing which my plot shall be cancelled:-

- (1) Approval of building plan and its construction as per the by-laws of local Administrative/Development Authority will be processed through the Officer Incharge Housing Scheme at AWT Site Office.
- (2) Neither form nor aid in forming a Residents Association/union etc.
- (3) On receipt of NDC, possession of plot will be taken from the Officer Incharge Housing Scheme at AWT Site Office.

Purchaser/Transferee/Donee

Deponent (Seller/Donor)

Signatures : _____ Thumb Mark : _____

Date: _____

Place : _____

Signatures : _____ Thumb

Mark : _____

3. Witnesses

a. Name : _____

S/o, D/o _____

CNIC No _____

Signatures : _____

b. Name: _____

S/o, D/o _____

CNIC No _____

Signatures: _____

The above declaration has been affirmed on oath before me on this _____
the same deponent /purchaser in presence of the same witness who indentified the same as
deponent/purchaser.

ARMY WELFARE TRUST
REAL ESTATE SCHEME SANGJANI D-18 Islamabad

**TRANSFER / VARIFICATION OF OWNERSHIP DOCUMENTS &
DETAIL OF OUTSTANDING DUES**

- 1 Name (in block letters) _____
- 2 Father's / Husband Name _____
- 3 CNICNo: _____
- 4 Registration # _____ Plot # _____ Block _____ measuring _____ sq yds
- 5 Permanent Address: _____

Signature of Owner/ Seller

Dated: _____

Telephone No: _____

FOR OFFICE USE ONLY

Outstanding Dues of Allottee up to

S.#	Particulars	Amount
1	Principal Amount	
2	Corner/ Main Road Charges	
3	Extra Land Charges	
4	Additional Development	
5	Service Charges	
6	Non User Charges	
7	Masjid	
8	Sui Gas Charges	
9	Annual Recurring Charges	
10	Revolving Fund	
11	Motor Way Interchange Chg	
12	Electricity Charges	
13	Boundary Wall	
14	Duplicate Ltr Fee	
15	Lien Charges	
16	NDC Charges	
17	Water Connection	
18	Water Charges	
19	Garbage Collection Charges	
20	Water and Janitorial	
21	Bifurcation Charges	
22	Brochure Charges	
23	Grid Sharing Charges	
24	Trunk Sewer Charges	
25	Surcharge - Less; 50% Special Waiver -	
	TOTAL	

A/Asst: _____

MHS: _____

CEO (RE) _____

ED(S): _____

HQ Letters to be retrieved

Govt Tax & Transfer Fee

Capital Value Tax	
Adhesive Stamps	
Transfer Fee	
FBR Tax Form	