

INSTRUCTIONS FOR SUBMITTING APPLICATION FOR TRANSFER

1. The application form should be carefully and correctly filled in and necessary information be given therein.
2. Incomplete application will not be considered for allotment.
3. Incorrect information given in the application will render the allotment liable to cancellation.
4. The following documents are required to be attached with the application: -
 - (i) Three specimen signatures of the allottee, duly attested by a Gazetted Officer or his Banker.
 - (ii) Two photographs of purchaser duly attested.
 - (iii) Photo copy of National Identity Card of purchaser & seller.
 - (iv) Original allotment letter.
 - (v) Allottee's personal record.
 - (vi) Specified Affidavit by the seller & purchaser.
 - (vii) Specified Undertaking by the purchaser.
 - (viii) Sale agreement of the plot.
5. The proposed transferee should satisfy himself in his own interest that before submitting the application, all the dues have been paid by the allottee, requisite documents attached and application form properly and correctly filled in.
6. Transfer application complete in all respects should be presented personally to the Manager Estates, Zaraj Group (Pvt) Ltd by the seller and purchaser.
7. Transfer case will be entertained on all working days except Friday between 0900 and 1400 hours.
8. No power of Attorney issued by any allottee will be accepted.