

Checklist of Gift Transfer

Type: _____ Apartment No/ Floor: _____

File No. _____

(TO BE SUBMITTED ALONG WITH DOCUMENTS)

Submitting Date: _____		Admitting Date: _____	
DOCUMENTS RECEIVED & CHECKED		(official use only) By the Counter	
		Applicant	Check
1	NDC (No Demand Certificate, issued by accounts dept)	<input type="checkbox"/>	<input type="checkbox"/>
2	Application for Transfer of Apartment	<input type="checkbox"/>	<input type="checkbox"/>
3	Membership form (duly filled by Donee)	<input type="checkbox"/>	<input type="checkbox"/>
4	Provisional Offer Letter/ POL	<input type="checkbox"/>	<input type="checkbox"/>
5	Original Letter of Consent (LOC) / Original Intimation Letter	<input type="checkbox"/>	<input type="checkbox"/>
6	Two attested photographs of Donor & Donee	<input type="checkbox"/>	<input type="checkbox"/>
7	Photocopy of CNIC's of both parties duly attested by Class-1 Gazetted Officer	<input type="checkbox"/>	<input type="checkbox"/>
8	Photocopies of CNIC's of witnesses (attested)	<input type="checkbox"/>	<input type="checkbox"/>
9	Photocopy of CNIC of attesting officer	<input type="checkbox"/>	<input type="checkbox"/>
10	Affidavit from Donor	<input type="checkbox"/>	<input type="checkbox"/>
11	Affidavit from Donee	<input type="checkbox"/>	<input type="checkbox"/>
12	Indemnity Bond by Donee	<input type="checkbox"/>	<input type="checkbox"/>
13	Original Gift Deed	<input type="checkbox"/>	<input type="checkbox"/>
14	Original GPA/SPA (General / Special Power of Attorney) (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
15	Special Requirement (in case of provisional possession of apartment already handed over) <ul style="list-style-type: none"> • Undertaking by Donee • Receipt of Inventory • Receipt of 03-Keys 	<input type="checkbox"/>	<input type="checkbox"/>
Submitted by ALLOTTEE / TRANSFEROR			

Signature: _____

Applican: _____

(Official use only)

Signature: _____

Official: _____

General Manager Estate

EHFPRO (PRIVATE) LIMITED

Islamabad.

SUBJECT: **Application for Issuance of NDC for Transfer of Apartment**

Dear Sir,

It is submitted that I am the owner of Apartment No_____Type_____Floor_____ in Lifestyle Residency G-13/1, Islamabad.

I intend to transfer the above mentioned Apartment; you are requested to kindly grant me NDC for the said purpose.

Thank you very much.

Owner's Signature: _____

Name of Owner: _____

CNIC No: _____

Contact No: _____

Note: All the above required information must be provided.

(مندرجہ بالا تمام مطلوبہ معلومات لازمی فراہم کریں۔)

(To be returned to transfer / record officer after filling, signing and depositing the fee of Rs: 1500/- on specified bank Challan form in original)

Serial No. _____

Apartment No. _____

Photograph

**APPLICATION FOR TRANSFER OF ALLOTMENT / OWNERSHIP OF
APARTMENT THROUGH GIFT ON PAYMENT OF TRANSFER FEE**

To

The GM Estate
EHFPRO (PVT) LTD
ISLAMABAD

Subject: Transfer of Allotment of Apartment No. _____, Floor No. _____ & Type _____.

Dear Sir,

I am Owner of Apartment No. _____, Floor No. _____, Type _____ measuring _____ vide
allotment letter No. _____ dated _____.

I have now decided to transfer the said apartment **through gift** to my real Son/Daughter/Wife/Father/Mother/Husband named
_____, CNIC No. _____, R/O
_____ in consideration of my love and affection.

It is therefore requested that the allotment of apartment may kindly be transferred with all my rights and liabilities and deposits
in the name of Mr./Mrs./Miss _____.

Yours Faithfully,

Date _____

Name _____

S/D/F/M/H/W of: _____

Address _____

Signature of Allottee/Donor

CNIC No. _____

Phone No. _____

Mobile No. _____

Email _____

**Sample: Affidavit by Donor
(On Rupees 20/- Stamp Paper)**

AFFIDAVIT BY THE DONOR

I _____ S/W/D of _____ Adult, holding
CNIC No. _____ R/O _____,

in possession of my full faculties and senses and of my free will and without any coercion or duress do hereby undertake as under:

1. That I am a bona fide member of the EHFPRO – Lifestyle Residency vide application No. _____, Registration No. _____, and I was allotted /transferred an Apartment No. _____, Type _____ measuring _____ Floor _____, in Lifestyle Residency.
2. I hereby return the original application and allotment letter for cancellation and relinquish the aforesaid allotment of Apartment in favour of Mr./Ms _____.
3. That having relinquished the Apartment, the said EHFPRO – Lifestyle Residency for allotment to Mr./Miss _____, I have conferred exclusive ownership rights and possession of the Apartment upon the said allottee / transferee.
4. That I affirm and declare that the name of Mr./Ms _____, should be entered into the record of EHFPRO – Lifestyle Residency as the owner of the aforesaid property.
5. That I solemnly declare that I have no rights, title or interest in the said property and Mr. / Ms _____ is the exclusive owner of the same since today.
6. That what is stated above is true to the best of my knowledge and belief.

Deponent

VERIFICATION

Verified on Oath at Islamabad this __ day of _____ 20__, that the contents contained in the above said affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

Note: The Affidavit must be Notarized / Attested by Oath Commissioner or Notary Public and a Copy of the valid License of the Notary Public / Oath Commissioner be attached.

**Sample: Affidavit by Donee
(On Rupees 20/- Stamp Paper)**

UNDERTAKING BY DONEE

I _____ S/W/D of _____, holding CNIC No. _____ R/O _____.

In possession of my full faculties and senses and my free will and without any coercion or duress do hereby undertake as under:

1. That I have received in gift an apartment bearing application No.____ Registration No. _____, Floor No. _____ Type_____ Measuring _____ in EHFPRO – Lifestyle Residency along with all dues and liabilities. I undertake to abide by all terms and conditions of allotment of the apartment and to comply with all the orders, directions, instructions etc issued from time to time by EHFPRO – Lifestyle Residency.
2. To pay all dues, fee, charges etc payable by the allottee to the EHFPRO – Lifestyle Residency or Government department, organizations, agency etc in respect of the said Apartment.
3. To use the Apartment for the same purpose for which it was allotted and comply with all the relevant rules, by laws, directions, instructions etc, issued from time to time by EHFPRO – Lifestyle Residency.
4. To pay to EHFPRO – Lifestyle Residency any variations in development charges on demand.
5. I also undertake to pay on demand any other charges as management of EHFPRO – Lifestyle Residency may decide from time to time.

Signature: _____

Name: _____

CNIC No. _____

Witness No 1: _____

Witness No 2: _____

Signature: _____

CNIC No: _____

Signature: _____

CNIC NO: _____

Note: The Affidavit must be Notarized / Attested by Oath Commissioner or Notary Public and a Copy of the valid License of the Notary Public / Oath Commissioner be attached.

The Copies of the CNIC of the witnesses must also be attested.

**Sample: Indemnity Bond by Donee
(On Rupees 100/- Stamp Paper)**

INDEMNITY BOND BY DONEE

This deed of indemnity is made at Islamabad this ____ day of _____, 201__ between _____ S/D/W of holding CNIC No. _____ R/O _____ herein after referred to as the transferee of the one part

AND

EHFPRO – Lifestyle Residency hereinafter to as “Lifestyle Residency” of the other part. Whereas Mr./Miss/Mrs. _____ was allotted an Apartment bearing application No. _____, Registration No. _____, Type _____, Measuring _____ on Floor _____ in the said Lifestyle Residency and I have received the said Apartment in gift along with all rights and liabilities.

And whereas the transferee has applied to Lifestyle Residency to transfer the said Apartment in his/her name.

And further whereas Lifestyle Residency has agreed to do so provided the transferee executes this deed of indemnity in favour of Lifestyle Residency and transferee has agreed to do so.

NOW THIS DEED WITNESSED AS FOLLOWS:

That pursuant to do promises above the Transferee hereby agree to indemnify and keep indemnified Lifestyle Residency against all the claims, demands, losses, harms, damages, dues, judgement, charges and expenses incurred or suffered by Lifestyle Residency arising from the said transfer of membership and Apartment to the name of the Transferee.

Signed and delivered by the name above Transferee this ____ day of _____ 20__.

Signature: _____

Name: _____

CNIC No. _____

Witness No 1: _____

Witness No 2: _____

Signature: _____

CNIC No: _____

Signature: _____

CNIC NO: _____

Note: The Affidavit must be Notarized / Attested by Oath Commissioner or Notary Public and a Copy of the valid License of the Notary Public / Oath Commissioner be attached.

The Copies of the CNIC of the witnesses must also be attested.

Sample: GIFT DEED BY DONOR
(On Rupees 100/- Stamp Paper)

GIFT DEED

This deed of Gift is executed on _____ day of _____ month of _____ year by Mr/Miss/Mrs. _____, S/o./ D/o./W/o _____, occupation _____, and aged _____ years, residing at _____.

(Herein after called the Party no1, the Donor)

In favour of

Mr./Miss/Mrs. _____ S/oD/o./W/o. _____, occupation _____, aged _____ years, residing at _____.

(Herein referred to as the Party No2, the Donee)

Whereas, the term Donor and Donee unless repugnant to the context shall mean and include their representatives heirs, successors, executors, administrators, trustees, legal representatives and assigns.

Whereas, the Donor herein, is the sole and absolute owner of immovable property bearing Apartment No _____ Floor _____ Type _____ Category _____ Situated at _____, Islamabad.

Whereas, the Donor is the absolute owner, by the POL No _____ and since then Donor has been allotted the said apartment and paying taxes and levies thereon

Whereas the Donee is related to the Donor as _____.*

Whereas the Donor desires to grant the said Apartment and premises to the Donee as gift in consideration of natural love and affection subject to the condition herein after mentioned.

NOW THIS DEED WITNESSETH that the Donor, without any monetary Consideration and in consideration of natural love and affection which the Donor bears to the Donee hereby grant and transfer by way of gift, the property/Apartment situated at _____ together with all the things permanently attached thereto or standing thereon and all the liberties, privileges, easements and advantages appurtenant thereto and all the estates, rights, title, interest, use, inheritance, possession, benefits, claims and demand whatsoever of the Donor **TO HAVE AND TO HOLD** the same unto the use of the Donee absolutely but subject to the payment of all taxes, rates, assessments, dues and duties now and

here after chargeable thereon to the Government or local authorities. Whereas the Donor hereby covenant with the Donee;

(a) That the Donor now has in himself /herself, absolute right, full power, and absolute authority to grant the said property/Apartment hereby granted as gift in the manner aforesaid.

(b) The Donee may at all times herein after peacefully and quietly enter upon, take possession of the property/Apartment and enjoy the said property /Apartments he/she deems fit without any interruption, claim or demand whatsoever from or by the Donor or his/her heirs, executors, administrators and assigns or any person or persons lawfully claiming or to claim by, from under or in trust for the Donor.

(c) AND FURTHER that the Donor and all persons having or lawfully claiming any estate or interest whatsoever to the said property/apartment and premises or any part thereof from under or in trust for the Donor or his/her heirs, executors, administrators and assigns or any of them shall and will from time to time and at all times hereafter at the request and cost of the Donee do and execute or cause to be done and executed all such further and other acts, deeds, things, conveyances and assurances in law whatsoever for better and more perfectly assuring the said scheduled property/Apartment and every part thereof unto and to the use of the Donee in the manner aforesaid as by the Donee his/her heirs, executors, administrators and assigns or counsel in law shall be reasonably required.

SCHEDULE OF THE PROPERTY

(Gifted under this deed)

All the piece and parcel of immovable property /Apartment No
Measuring _____ Floor _____ Type _____ Catagory _____ Situated at, _____
Islamabad.

IN WITNESS WHEREOF the Donor as well as the Donee (by way of acceptance of the said gift) have put their respective hands the day and year first herein above written.

1. DONOR
CNIC
Witness 1
Sinature
CNIC

2.DONEE
CNIC
Witness2
Signature
CNIC

Note: The Affidavit must be Notarized by a Notary Public and a Copy of the valid License of the Notary Public be attached.

The Copies of the CNIC of the witnesses must also be attested and attached.