

**Checklist of Gift Transfer**

Type: \_\_\_\_\_ Apartment No/ Floor: \_\_\_\_\_

File No. \_\_\_\_\_

*(TO BE SUBMITTED ALONG WITH DOCUMENTS)*

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

**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: \_\_\_\_\_

Signature: \_\_\_\_\_

CNIC No: \_\_\_\_\_

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.