



**CABINET DIVISION**  
**EMPLOYEES COOPERATIVE HOUSING SOCIETY**  
(GOVERNMENT OF PAKISTAN, ICT Regd No. 26)

**APPLICATION FOR TRANSFER OF PLOT**

Specimen

To

Original Form of Rs. 100

The Secretary,  
Cabinet Division Employees Cooperative Housing Society,  
First Floor, Office Tower, 44-East, Fazal-e-Haq Road, Blue Area,  
Islamabad.

**SUBJECT:** TRANSFER OF ALLOTMENT OF PLOT NO. \_\_\_\_\_ ST NO. \_\_\_\_\_ MEASURING \_\_\_\_\_ SQUARE  
YARDS \_\_\_\_\_ IN PHASE-1, PHASE-1 (EXTENSION) LOCATED IN E-16, E-16/E-17 SECTORS

Dear Sir,

I, \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_

Membership No. \_\_\_\_\_ holder of NIC No. \_\_\_\_\_ resident  
of \_\_\_\_\_ was allotted by the

Cabinet Division Employees Cooperative Housing Society (CDECHS), a Plot No. \_\_\_\_\_ St No. \_\_\_\_\_

Measuring \_\_\_\_\_ Sq. yards in Phase-I, Phase-I (Extension) located in E-16, E-16/E-17 (E-16/2, E-16/3, E-17/2, E-17/3)

Sector, I have sold the said plot to Mr./Mrs./Miss \_\_\_\_\_ son/daughter/wife of  
\_\_\_\_\_ resident of \_\_\_\_\_

\_\_\_\_\_ The transferee has agreed to abide by all the terms and conditions of allotment and  
to pay (i) the transfer fee as prescribed by CDECHS, (ii) development charges and other dues payable in respect of the said  
plot. Including outstanding dues, if any.

2. It is, therefore, requested that allotment of the plot may kindly be transferred/issued in the name of  
Mr./Mrs./Miss \_\_\_\_\_ with all my rights, liabilities and deposits. I enclose  
herewith the following documents:

- Original Provisional allotment letter.
- Photostat copies of National Identity Card (NIC) of the  
(i) transferor and (ii) Transferee duly attested by an officer  
of BS-17 or above.

Yours faithfully

Signature and thumb impression of Allottee/Transferer \_\_\_\_\_

**CERTIFICATE TO BE GIVEN BY A SERVING OFFICER IN BS -17 OR ABOVE**

Certified that Mr./Mrs./Miss \_\_\_\_\_

son/daughter/wife of \_\_\_\_\_

resident of \_\_\_\_\_

who is known to me personally since last 10 years and has signed this application in my presence this \_\_\_\_\_ day

of \_\_\_\_\_ 200 \_\_\_\_\_

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

NIC No. \_\_\_\_\_

(Please turn over)

**DECLARATION OF TRANSFEREE**

I, \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_  
resident of \_\_\_\_\_ do hereby affirm that the  
contents of the above application have clearly understood and accepted by me. I have also deposited an amount of  
Rs. \_\_\_\_\_ as Transfer Fee vide bank draft/receipt No. \_\_\_\_\_ dated \_\_\_\_\_  
drawn on \_\_\_\_\_ Islamabad-Pakistan, a copy of which is enclosed.

2. In case the allotment is transferred in my name; I do hereby undertake that I shall:
- (i) abide by all terms and conditions of allotment of the plot and to comply with all the rules and regulations prescribed by the CDECHS from time to time.
  - (ii) Pay all the dues, fees, charges etc. accrued or to be accrued, in future, against the said plot to the CDECHS as per rules/regulations of the Society including outstanding dues, if any, payable by the previous allottee (s).
  - (iii) Use the plot for the purpose it was allotted and to construct the building complying with all the relevant rules/regulations, in force or prescribed from time to time by the CDECHS.

3. I am also aware that any infringement of above terms and conditions would render my title to this plot liable for cancellation.

Signature and thumb impression of transferee \_\_\_\_\_

Membership No. \_\_\_\_\_

NIC No. \_\_\_\_\_

Address \_\_\_\_\_

Dated: \_\_\_\_\_

Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_

**FOR OFFICE USE ONLY**

**CABINET DIVISION EMPLOYEES COOPERATIVE HOUSING SOCIETY**

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

Dated \_\_\_\_\_

Verification:

up-to-date payment for the plot has been received;

Transfer allowed

Accountant

signature of transferor/attomey verified;  
in case of attorney, legal documents (in original) are placed on file;  
required document or affidavit of loss of documents have been received;  
identity cards seen and photocopy attested;  
all data checked, transfer is in order

SECRETARY