

**ENGINEERS COOPERATIVE HOUSING SOCIETY (ECHS) D-18**  
**(APPLICATION FOR TRANSFER OF PLOT)**

**To: The Honorary Secretary**  
**ECHS, D-18.**

**Subject: Transfer of Rights/Plot No. Sector M/ship No.**

Dear Sir,

1. I, ECHS # ..... Name ..... S/O  
..... NIC No.....a..... have gifted my rights related to  
my Plot No.\_\_\_\_\_ Sector\_\_\_\_\_ to Mr/Mrs/Miss. ....  
S/O.....NIC.No. ....  
R/O .....

2. I have executed the following necessary transfer papers which are appended below for further action and office record of ECHS D-18.

- a. Original Allotment Letter.
- b. Application for transfer by the Seller. **(ESTF-01)**
- c. Declaration by the Seller (duly attested by Notary Public). **(ESTF-02)**
- d. Undertaking by the Seller for Loan Mortgage (duly attested by Notary Public). **(ESTF-03)**
- e. One Photograph 2” x 1.5” of Seller.
- f. Photocopies of NIC of the Seller, Purchaser and Two Witnesses.
- g. Filling of Request Forms For Outstanding Dues **(ESTF-04)**
- h. No Demand Certificate from ECHS. **(ESTF-05)**
- i. Indemnity Bond by purchaser (duly attested by Notary Public). **(ESTF-06)**
- j. Application for Membership/Associate Membership from purchaser. **(ESTF-07)**
- k. Three Photographs 2” x 1.5” of Purchaser.
- l. Sale Agreement OR Gift Deed in Case of Transfer to Blood Relatives with Relation Proof.
- m. Undertaking for CVT. **(ESTF-08)**
- n. 236-C – Advance Tax on Sale of im movable property by Seller
- o. 236-K – Advance Tax on Purchaser of immovable property by Purchaser

3. Kindly transfer the above said rights/plot in the name of Mr/Mrs/Miss. \_\_\_\_\_

In future all correspondence related to the above plot should be done directly with him at the give address.

Thanking you.

Yours Faithfully,

Name\_\_\_\_\_

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

S/O \_\_\_\_\_

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

Date \_\_\_\_\_

ON STAMP PAPER WORTH RS. 100/-  
(BY THE SELLER)

**DECLARATION BY THE TRANSFEROR**

I \_\_\_\_\_ NIC No. \_\_\_\_\_ son of \_\_\_\_\_, adult, Muslim, residing at \_\_\_\_\_, do hereby solemnly affirm and undertake as under: -

1. That I am the present allottee of Plot No. \_\_\_\_\_ Sector \_\_\_\_\_ Street No \_\_\_\_\_ (Old Plot No. \_\_\_\_\_) Size \_\_\_\_\_ in Engineer Cooperative Housing Society D-18 vide allotment letter No. \_\_\_\_\_ dated \_\_\_\_\_.
2. That I have transferred my rights of the above mentioned plot to \_\_\_\_\_ NIC No. \_\_\_\_\_ S/O \_\_\_\_\_ resident of \_\_\_\_\_ on \_\_\_\_\_.
3. That I have delivered rights of the above mentioned plot to transferee, who has accepted the same in his favour and has taken over the rights of the plot No \_\_\_\_\_ Sector \_\_\_\_\_ (Old Plot No. \_\_\_\_\_), Engineers Cooperative Housing Society D-18 with effect from \_\_\_\_\_.
4. That whatever is stated above is correct and true to the best of my knowledge and belief.

In witness whereof I have hereunto set and subscribed my hands at Rawalpindi on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signatures \_\_\_\_\_  
 Name \_\_\_\_\_  
 NIC No. \_\_\_\_\_  
 S/O \_\_\_\_\_  
 R/O \_\_\_\_\_

**WITNESSES: -**

1. \_\_\_\_\_  
 Name: \_\_\_\_\_  
 NIC: \_\_\_\_\_

2. \_\_\_\_\_  
 Name: \_\_\_\_\_  
 NIC: \_\_\_\_\_

ON STAMP PAPER WORTH RS. 100/-  
(BY THE SELLER)

**UNDERTAKING FOR LOAN MORTGAGE OF PLOT**  
**IN ECHS – D-18**

I \_\_\_\_\_ NIC No. \_\_\_\_\_ S/D/W/O  
\_\_\_\_\_ adult, Muslim, resident of  
\_\_\_\_\_ do hereby solemnly affirm and undertake as under: -

1. That I am the allottee of Plot No. \_\_\_\_\_ Sector \_\_\_\_\_ Street/Lane \_\_\_\_\_ (Old Plot No. \_\_\_\_\_) Size \_\_\_\_\_ of thereabout, situated in Engineers Cooperative Housing Society, D-18 and the same is still subsisting.
2. That I have not been issued No Objection Certificate for Mortgage or sale of above plot.
3. That I have not drawn any loan against the above plot nor mortgaged the above plot.
4. That whatever is stated above is correct and true to the best of my knowledge and belief.

I witness where of I have here unto set and subscribed my hands at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
NIC NO \_\_\_\_\_  
S/O \_\_\_\_\_  
R/O \_\_\_\_\_

**WITNESSES**

1. \_\_\_\_\_  
Name: \_\_\_\_\_  
NIC: \_\_\_\_\_

2. \_\_\_\_\_  
Name: \_\_\_\_\_  
NIC: \_\_\_\_\_

ON STAMP PAPER WORTH RS. 100/-  
(BY THE PURCHASER)

**INDEMNITY BOND BY TRANSFEREE (PURCHASER)**

Know all men by these present that I, \_\_\_\_\_ NIC No. \_\_\_\_\_  
S/O \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_, do hereby solemnly affirm and declare as under: -

1. That I have obtained rights from \_\_\_\_\_ Son of \_\_\_\_\_ of Plot No. \_\_\_\_\_ Sector \_\_\_\_\_ Street No \_\_\_\_\_ (Old Plot No. \_\_\_\_\_) Size \_\_\_\_\_ Sq Yards in Engineers Cooperative Housing Society, D-18.
2. That I hereby undertake to indemnify the Engineers Cooperative Housing Society, D-18 against all the losses or damages if any that may be occasioned to the authority by the transfer of above mentioned plot in my favour.
3. That I further agree to abide by all the Rules and Regulations of the Engineers Cooperative Housing Society, D-18 which are presently enforced or those to be enforced in future.

IN WITNESS WHERE OF I have here unto set and subscribed my hands at D-18/Rawalpindi on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
NIC No. \_\_\_\_\_  
S/O \_\_\_\_\_  
R/O \_\_\_\_\_

**WITNESSES: -**

1. \_\_\_\_\_  
Name: \_\_\_\_\_  
NIC: \_\_\_\_\_

2. \_\_\_\_\_  
Name: \_\_\_\_\_  
NIC: \_\_\_\_\_

ON STAMP PAPER WORTH RS. 100/-  
(BY THE PURCHASER)

**UNDERTAKING FOR DEPOSIT OF CAPITAL VALUE TAX (CVT)**

I, \_\_\_\_\_ NIC No. \_\_\_\_\_ S/O  
\_\_\_\_\_ adult, Muslim, resident of  
\_\_\_\_\_ do hereby solemnly affirm and undertake as under: -

1. That I have purchased Plot No \_\_\_\_\_ Sector: \_\_\_\_\_ Size \_\_\_\_\_ situated in Engineers Cooperative Housing Society, D-18.
2. That if later it is established that the CVT or any other tax is levied higher than the paid amount for above mentioned plot, I hereby indemnify to deposit the difference on receipt of intimation from ECHS.
3. That whatever is stated above is correct and true to the best of my knowledge and belief.

In witness where of I have here onto set and subscribed my hands at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

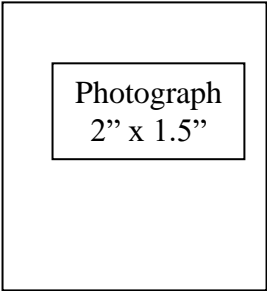
Signatures \_\_\_\_\_  
 Name \_\_\_\_\_  
 NIC NO \_\_\_\_\_  
 S/O \_\_\_\_\_  
 R/O \_\_\_\_\_

**WITNESSES**

1. \_\_\_\_\_  
 Name: \_\_\_\_\_  
 NIC: \_\_\_\_\_

2. \_\_\_\_\_  
 Name: \_\_\_\_\_  
 NIC: \_\_\_\_\_

**ENGINEERS COOPERATIVE HOUSING SOCIETY D-18**  
(APPLICATION FORM/ FOR MEMBERSHIP/ASSOCIATE MEMBERSHIP)



- 1. Membership No. \_\_\_\_\_(To be allotted by office)
- 2. Name \_\_\_\_\_  
(IN CAPITAL LETTERS)
- 3. NIC No \_\_\_\_\_
- 4. Father's Name \_\_\_\_\_
- 5. Wife/Husband's Name \_\_\_\_\_
- 6. Non-Engineer/Engineer Vide IEP Membership No. \_\_\_\_\_
- 7. Nationality \_\_\_\_\_ Date of Birth \_\_\_\_\_
- 8. Qualification \_\_\_\_\_ Profession \_\_\_\_\_
- 9. Marital Status \_\_\_\_\_ Date of Marriage \_\_\_\_\_
- 10. Plot Under Transfer  
Plot No \_\_\_\_\_ Sector \_\_\_\_\_  
Size \_\_\_\_\_ Street/Lane \_\_\_\_\_
- 11. Mode of Payment:  
a. Bank Instrument    b. Online Remittance    c. Case Deposit    d. Other
- 12. Tax Filer Status: \_\_\_\_\_
- 13. Source of Funds:    a. Salary    b. Foreign Remittance    c. Business    d. Other
- 14. Purpose of Investment/Purchase/other: \_\_\_\_\_
- 15. Present Address \_\_\_\_\_  
\_\_\_\_\_  
Tel (Office) \_\_\_\_\_ Tel (Res) \_\_\_\_\_ Mobile \_\_\_\_\_
- 16. Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
Tel (Office) \_\_\_\_\_ Tel (Res) \_\_\_\_\_ Mobile \_\_\_\_\_
- 17. Permanent Domicile \_\_\_\_\_
- 18. Next of Kin (with relation) \_\_\_\_\_
- 19. CNIC No of Next of Kin \_\_\_\_\_  
Address (Next of Kin) \_\_\_\_\_  
\_\_\_\_\_  
DOB: \_\_\_\_\_ Nationality: \_\_\_\_\_ Relational with Investor \_\_\_\_\_  
Tel (Office) \_\_\_\_\_ Tel (Res) \_\_\_\_\_ Mobile \_\_\_\_\_
- 20. List of Legal Heirs : -

Sr No	Name	Date of Birth	Relationship
a.			
b.			
c.			
d.			
e.			
f.			

21. I hereby declare and certify the following: -

- a. The above particulars are correct.
- b. I am desirous to become a Member/Associate Member of ECHS, in accordance with the rules/bylaws, terms & conditions of the ECHS, which I have read and fully understood and I agree to abide by the same.
- c. That I further agree to abide by all the Rules and Regulations of the Engineers Cooperative Housing Society, D-18 which are presently enforced or those to be enforced in future.
- d. I am confirm that I have disclosed all information, that is correct and complete, and my source of income is legitimate and I am not associated/do not have any connection with any organization that has been declared an illegal organization by the Government of Pakistan or United Nations. Furthermore I undertakes that I have clearly read and understood the red flags set forth by FBR/DNFBP/FATF regarding the sale/purchase of the property and have not violated any of the red flags at any stage during sale/purchase of the said property and undertake that I will solely be responsible for any violation of any clause/red flags and I will face the any legal consequences arises due to any such violation at any stage. I further undertake that the above mentioned pay order is prepared from my own bank account.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

22. **WITNESSES: -**

**Witness No. 1**

Signature \_\_\_\_\_

Name \_\_\_\_\_

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

Date \_\_\_\_\_

**Witness No. 2**

Signature \_\_\_\_\_

Name \_\_\_\_\_

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

Date \_\_\_\_\_

23. Secretary ECHS

**Approved/Not Approved**

Signature \_\_\_\_\_ Date \_\_\_\_\_

24. President ECHS

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ENGINEERS COOPERATIVE HOUSING SOCIETY D-18**

From: Name \_\_\_\_\_  
NIC No \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Telephone No \_\_\_\_\_

To: Account Officer  
ECHS, D-18.

Subject: **Request for Outstanding Dues of Membership No.** \_\_\_\_\_  
**Plot No** \_\_\_\_\_ **Sector** \_\_\_\_\_ **Street No.** \_\_\_\_\_

Sir,

I intend selling my plot allotted to me by ECHS to Mr/Mrs/Miss \_\_\_\_\_  
S/D/W/O \_\_\_\_\_ who is already member/associate member/not a member of ECHS  
D-18 vide Membership No. \_\_\_\_\_ in the society. I therefore request you to please intimate the dues  
against me along with the dues to be paid by the purchaser.

Thanking you.

Yours Faithfully,

Name: \_\_\_\_\_

**ENGINEERS COOPERATIVE HOUSING SOCIETY D-18**

From: Name \_\_\_\_\_  
NIC No \_\_\_\_\_

To: The Secretary  
ECHS, D-18.

**Subject: Request for Issue of No Demand Certificate Membership No. \_\_\_\_\_**  
**Plot No \_\_\_\_\_ Sector \_\_\_\_\_ Street No. \_\_\_\_\_**

Sir,

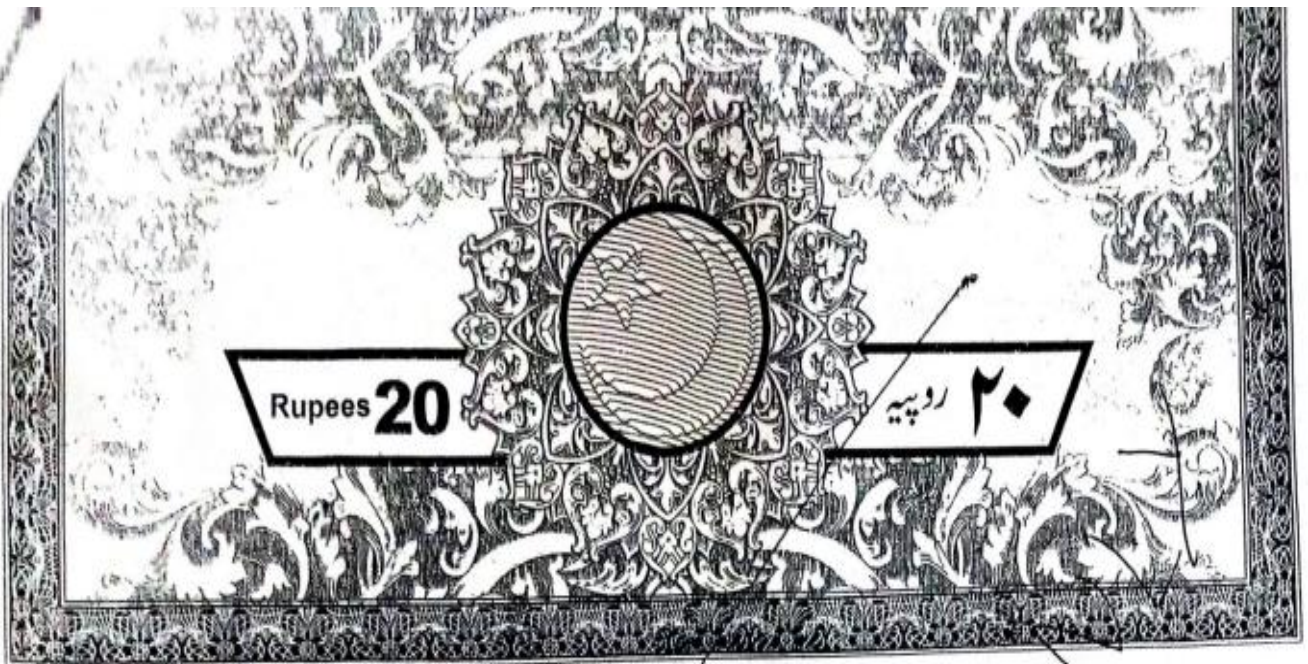
The dues against my plot mentioned above including the transfer fee have been paid vide receipt Number \_\_\_\_\_ Dated \_\_\_\_\_. It is, therefore requested that NO DEMAND CERTIFICATE may kindly be issued for transfer of plot in the name of \_\_\_\_\_ S/D/W/O \_\_\_\_\_

Thanking you.

Yours Faithfully,

Name: \_\_\_\_\_





### ACCEPTANCE OF GIFT

Plot No.179, Block A, Size 600 sq yds, in ECHS Sector D-18, Islamabad

I, **Aysha Afsar** D/O Muhammad Afsar, CNIC # 37405-6552289-0, R/O House No. 3-B, Mohalla Officers Housing Colony, Rawalpindi do hereby solemnly affirm and declare that I have accepted the above said gift made out by the donor **Mr. Muhammad Afsar** S/O Muhammad Yousaf, CNIC # 37405-0304693-7, R/O House No.3-B, Army Officers Housing Colony, Rawalpindi and have take over the possession of the same.

DONEE

*Aysha Afsar*  
Aysha Afsar  
CNIC # 37405-6552289-0

3.10.15

WITNESSES

1:

2:

Act  
Got