



OVERSEAS PAKISTANIS FOUNDATION
TRANSFER APPLICATION FORM

TAF NO. _____

Residential Commercial

Constructed (Yes / No)

To
In charge Transfer
OPF Housing Scheme _____



Subject: TRANSFER OF ALLOTMENT OF PLOT NO _____ BLOCK _____
OPF HOUSING SCHEME _____

Dear Sir,

I was allotted/transferred by OPF plot No. _____ Block _____ measuring (Marla) vide allotment/transfer letter #.
Dated _____. I have now decided to transfer the said plot to Mr./ Mrs.
S/W/o. _____ R/o. _____, CNIC
No. _____, from whom, I have received the entire amount of its price i.e. Rs. _____ (Rupees
_____) as consideration money and the purchaser has agreed to abide by all the terms and conditions of
allotment and to pay the transfer fee, as prescribed by OPF and other dues payable by me, in respect of the said plot, if any.

2. It is therefore, requested that the allotment of the plot may kindly be transferred in the name of: Mr.
S/W/o _____ R/o
_____, CNIC No. _____, with all my rights, liabilities and
deposits. I enclose herewith the documents mentioned overleaf.

Dated: _____

Yours faithfully,

SPECIMEN SIGNATURES(SELLER)
(With Both Thumb impressions)

i. _____
ii. _____
iii. _____

Signature
of Allottee/Transferor/Seller _____
Name _____
S/o _____
C.N.I.C # _____
Contact No. _____
R/O. _____

3. I, Mr./Mrs. _____ S/o. _____ have purchased the subject plot after payment of
whole consideration money to seller.

SPECIMEN SIGNATURES (Purchaser)
(With Both Thumb impressions)

ii. _____
ii. _____
iii. _____

Signature
of Purchaser _____
Name _____
S/o _____
C.N.I.C # _____
Contact No. _____
R/O. _____

4. I, personally know the seller and hereby undertake that
the above mentioned owner of the plot found in genuine, I
shall be responsible to OPF for the losses.

5. The above contents of Transfer Application Form are true
to the best of my knowledge verified and attested.

IDENTIFIED / VERIFIED BY

Name: _____
S/o: _____
CNIC No. _____
Contact No. _____
R/O. _____

Signature
of Attesting Officer _____
Name: _____
S/o: _____
CNIC No. _____
Contact No. _____
Official Stamp _____

6. Witnesses:

1. Signature _____

2. Signature _____

Name: _____

Name: _____

CNIC No. _____

CNIC No. _____

R/o _____

R/o _____

Documents Check List

Basic Documents		
1.	Transfer Application Form (TAF)	
2.	Original Allotment / Transfer Letter	
3.	No Demand Certificate (NDC)	
4.	Indemnity Bond from both Seller & Purchaser on Rs. 200,- Stamp Paper attested by Notary Public / Oath Commissioner	
5.	Original CNIC alongwith copies of seller (s), purchaser (s), identifier & witnesses duly attested by the Notary Public and Gazetted Officer.	
6.	Demand Draft / Pay Order of Transfer Fee	

Government Taxes		
1.	Excise & Taxation Clearance Certificate (applicable on seller)	
2.	FBR Capital Gain Tax 236-C (applicable on seller if the plot is being transferred within three years of purchase)	
3.	FBR IT-05 Form (applicable on seller)	
4.	5% Capital Value Tax (CVT) + Stamp Duty of DC Value	
5.	1% TMA Tax of DC Value	
6.	FBR Advance Withholding Tax 236-W (applicable on purchaser)	
7.	FBR Withholding Tax 236-K (applicable on purchaser and only on transactions above Rs. 4 million)	

Additional Documents		
1.	Original Amendment Letter (in cases if issued only)	
2.	Original No Objection Certificate (in case of original allottee only)	
3.	Original Possession Certificate (in cases where issued)	
4.	Copy of Passport (in case of original allottee only)	
5.	Specimen Signature duly attested by Manager of scheduled Bank (in case of Original Allottee only)	
6.	Original Power of Attorney (if applicable)	
7.	Gift Deed (if applicable)	

Admitting Officer Remarks if any: _____

Signature of Admitting Officer

Name: _____

Designation: _____

Seal: _____

Admitted	Not-Admitted
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