

**STANDARD OPERATING PROCEDURE (SOP)**  
**SIGN BEFORE ABROAD (ON LINE) - DHA CITY KARACHI**

**Preferred mode of Sign Before procedure remains physical presence of the owner for physical biometrics verification and digital picture of the owner / seller to avert any chances of frauds or disputes. However to facilitate members, who for any cognizant reason cannot travel to Pakistan or cannot afford to pay prescribed service charges for an officer to travel to their location. “ Online Sign Before” facility may be extended on case to case basis subject to approval of Competent Authority on merit:-**

- a. Seller/ Donor will nominate authority holder for execution of transfer/ sign before on behalf of seller/ owner residing abroad and intimate the same to Director Transfer and Records Directorate through an application.
- b. Authority holder will get the Transfer Documents prepared (list attached) and will forward to the seller/ owner abroad at his/ her own end.
- c. Seller/ Donor abroad on receipt of documents will take them to the Pakistan Embassy/ Consulate for getting attestation and stamp on the papers.
- d. Seller/ Donor abroad will sign and affix thumb impression on complete set of transfer documents in front of Embassy/ Consulate representative.
- e. Concerned Embassy/ Consulate representative will verify the signature of Seller/ Donor, where required and will sign & stamp.
- f. Seller/ Donor abroad will also get the authority letter signed/ stamped by the Embassy/ Consulate representative for further attestation by the MoFA, Camp Office, Karachi.
- g. Pakistan Embassy/ Consulate, as per their SOP/ Policy may or may not paste QR Code Sticker and will upload the complete set of transfer documents on MoFA, web portal for verification/ record purpose.
- h. After signing the complete set of transfer documents duly signed/ stamped by the concerned Pakistan Embassy/ Consulate, Seller/ Donor abroad will dispatch the documents to his/ her authority holder.
- i. Authority holder on receipt of documents will take them personally to the MoFA, Camp Office Karachi for attestation purpose.
- j. After getting the attestation from MoFA, Camp Office, Karachi, authority holder will submit the complete papers at Transfer & Records Dte, DHA City Karachi.
- k. DHA City Karachi will verify the documents duly attested through QR code being pasted by MoFA.
- l. On receipt of verified documents from MoFA, Camp Office, Karachi and Seller Abroad, Transfer & records Dte will process the NDC which has already been signed by the seller abroad and will carry-out the transfer procedure as per procedure in vogue.
- m. In case of more than one owner abroad subject to different Embassies will have separate transfer sets processed from respective embassies to the extent of his/ her share.
- n. Transfer Fees for “On line Sign Before as under:-

<b>Transfer Fees For Online Sign Before</b>		
<b>S.No</b>	<b>Description</b>	<b>Fees Per Sq Yard (RS)</b>
	<b>Residential Plots</b>	
a.	Tfr to Category “A” & “DS” Members	<b>240</b>
b.	Tfr to Category “B” Members	<b>450</b>
c.	Tfr to Corporate Bodies	<b>750</b>
d.	Tfr to Foreigners	<b>4500</b>
e.	Hiba Zabani Bila Ewaz /Gift by any Member Pakistani Citizens	<b>150</b>
f.	Hiba Zabani Bila Ewaz /Gift by Corporate Bodies	<b>375</b>
<b>Commercial Plots</b>		
g.	Tfr to Category “A” & “DS” Members	<b>960</b>
h.	Tfr to Category “B” Members	<b>1350</b>
i.	Tfr to Corporate Bodies	<b>2250</b>
j.	Tfr to Foreigners	<b>4500</b>
k.	Hiba Zabani Bila Ewaz /Gift by any Member Pakistani Citizens	<b>750</b>
l.	Hiba Zabani Bila Ewaz /Gift by Corporate Bodies	<b>1350</b>

**CONFIRMATION OF TRANSFER DOCUMENTS**  
**(TO BE ATTESTED BY PAKISTAN EMBASSY/ CONSULATE)**

To,  
The Director,  
Transfer and Records Directorate,  
DHA City Karachi

**Subject:** **Confirmation of Transfer Documents of Plot No.** \_\_\_\_\_, **Sec.** \_\_\_\_\_,  
**Sub Sector.** \_\_\_\_\_, **Measuring** \_\_\_\_\_ **Sq Yds.**

1. I am the owner of the subject plot. I hereby confirm signing of transfer documents in the presence of Embassy of Pakistan/ Consulate at in the favour of \_\_\_\_\_ (purchaser).
2. I hereby authorize Mr/ Ms/ Mrs \_\_\_\_\_  
S/D/W of \_\_\_\_\_, having CNIC No \_\_\_\_\_ as my representative to submit the documents and execute the transfer process on my behalf.
3. I also confirm the processing/ signing of NDC and Site Plan (if applicable). Therefore, you are requested to execute the transfer, please.

Sincerely,

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

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

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

Thumb Impression: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**ATTESTED BY PAKISTAN EMBASSY/ CONSULATE**

## **DOCUMENTS REQUIRED FOR SIGN BEFORE/ TRANSFER ABROAD**

1. Complete transfer set along with NDC, FBR - 7E Form and Site Plan (if required) sent to the Owner by his/ her representative.
2. Request for submission of complete Transfer document set duly attested by Pakistan Embassy/ Consulate (specimen attached).
3. Photocopy of Owner's valid CNIC/ NICOP/ POC (duly attested).
4. Photocopy of Passport and Visa with exit and entry stamps (duly attested).
5. Authority letter for submission of papers on E-Stamp paper duly attested by Pakistan Embassy.
6. After submission of documents the same will be verified through QR Code. Thereafter NDC will be pursued.
7. After issuance of NDC by Transfer & Records Dte, transfer will be carried out in the presence of Authority Holder.

**SIGN BEFORE/ TRANSFER ABROAD**

**AFFIDAVIT**

(On E-Stamp Paper worth Rs 200/- duly attested by Pakistan Embassy)

**AUTHORITY LETTER**

I, \_\_\_\_\_ S/O \_\_\_\_\_ having  
 CNIC \_\_\_\_\_, Muslim Adult, permanently residing at, am the lawful owner of Plot  
 No \_\_\_\_\_, Sector, \_\_\_\_\_, Sub Sector \_\_\_\_\_,  
 Measuring \_\_\_\_\_ Sq Yds (Residential/ Commercial), situated in Defence Housing Authority,  
 City Karachi, vide their letter no \_\_\_\_\_ dated  
 \_\_\_\_\_, which has been sold to  
 Mr. \_\_\_\_\_ S/O \_\_\_\_\_  
 having CNIC No \_\_\_\_\_, resident of  
 \_\_\_\_\_, that I am living in \_\_\_\_\_ (Country/ City/ State),  
 so I am unable to appear in the office of DHA Lahore Cantt for the transfer of said Plot. I hereby appoint  
 Mr. \_\_\_\_\_ S/O \_\_\_\_\_, resident of \_\_\_\_\_,  
 having valid CNIC No \_\_\_\_\_, to complete the transfer procedure in DHA and to  
 get the Transfer Papers duly attested from MoFA, Camp Office, Karachi personally other relevant  
 departments on my behalf, after the transfer of said plot received full and final payment from the  
 purchaser.

That I have no claim at any stage of time from DHA City Karachi or Purchaser against the said  
 plot.

Signature/ Thumb Impression  
 (DEPONENT)

Name \_\_\_\_\_

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

**VERIFICATION**

Verified on oath at this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, that the contents of the  
 above affidavit are true and correct to the best of my knowledge, information and belief and nothing  
 have been concealed therein.

Signature/ Thumb Impression  
 (DEPONENT)

Name \_\_\_\_\_

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

**COUNTERSIGNED BY PAKISTAN EMBASSY/ CONSULATE**

