

FORM II

**APPLICATION FORM FOR TRANSFER OF PLOT/HOUSE/COMMERCIAL SITE**

PLOT NO/HOUSE NO/SITE

NO.....SECTOR/PHASE

SIZE/CATEGORY.....

Residential/Commercial

1. Name of Allottee
2. Name of Father/Husband:  
(of allottee)
3. Permanent Address:  
(of allottee)  
(TELEPHONE NO.)
4. A. Name of GPA with full address  
B. No. & date of issue of GPA  
C. Place where GPA is registered
5. a) Name of Sub Attorney  
with full address : (if applicable)  
b) No. & date of issue of Sub Attorney:  
c) Place where Sub Attorney is registered
6. Correspondence Address  
(of applicant)  
(TELEPHONE NO.)
7. Allotment/Re-allotment Letter No.....Dated  
.....
8. Family Transfer/Other Transfer  
(Tick mark whichever is applicable)
9. No. of transfer/other transfer
10. In case of plots :  
a) Whether vacant/partially constructed/fully constructed  
(tick whichever is applicable)  
b) Total constructed covered area ..... sq. ft.
11. Name & address of transferee
12. Detail of Deposits

Transfer/Process Fee Rs ..... Bank Draft No. .... Dated  
.....  
Drawn on .....

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13. ***Whether the following documents attached:***

- i) Affidavit of transferor/seller (Page 2,3)
- ii) Affidavit of transferee/Purchaser(Page 4,5)
- iii) Indemnity Bond (Page 6)
- iv) Affidavit of transferee regarding violations of building Byelaws of (Page 7)
- v) Certified copy of GPA and Sub-Attorney
- vi) Certified regarding no dues till date(including extension fee)
- vii) Original allotment letter/Reallotment letter
- viii) NOC from mortgage(if applicable)

APPLICANT (TRANSFEROR)

Certified that all information furnished in this form is true to the best of my/our knowledge.

APPLICANT (TRANSFEROR)

The text and format of this form can be changed any time with the change in policy matters.

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(Specimen of Affidavit to be furnished by Transferor(Allottee) on non-judicial stamp paper worth Rs. 15/- alongwith Passport Size Photograph pasted on the affidavit and duly attested by Executive Magistrate or Magistrate First Class)

**AFFIDAVIT**

I/We \_\_\_\_\_ S/o D/o W/o Sh. \_\_\_\_\_ R/o  
\_\_\_\_\_

aged \_\_\_\_\_ years do hereby solemnly affirm and declare as under:-

1. That Plot/Site/House No. \_\_\_\_\_ Phase \_\_\_\_\_ measuring \_\_\_\_\_ Sq. Yds. at Urban Estate \_\_\_\_\_ was allotted/transferred to me \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ on \_\_\_\_\_ at the tentative price of Rs. \_\_\_\_\_.
2. That all dues of the plot/site/house up to date \_\_\_\_\_ have been paid to PUDA.
3. That I/We want to transfer/sell the said plot/site/house to Sh. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_.
4. That I/we am/are legally empowered to transfer/sell the said plot/site/house and that there is no stay order of any court or litigation of any kind involving PUDA pending in any Court of Law regarding the transfer/sale of the above said plot/site/house.
5. That plot/site/house is free from mortgage

OR

The plot/site/house if mortgaged to \_\_\_\_\_ and NOC from the Mortgage is attached.

DEPONENT(S)

VERIFICATION

Verified that the contents of Paras No. 1 to 5 of above affidavit of mine/ours are true and correct to the best of my/our knowledge and belief. No part thereof is false and nothing has been concealed therein.

DEPONENT(S)

PLACE:

(3-11)

Date:

(Specimen of Affidavit to be furnished by Transferor (GPA/Sub Attorney) on non judicial stamp paper of Rs. 15/- alongwith Passport size Photograph pasted on it and duly attested by Executive Magistrate or Magistrate First Class.

**AFFIDAVIT**

I/We \_\_\_\_\_ S/oD/oW/o Sh. \_\_\_\_\_ R/o

aged \_\_\_\_\_ years do hereby solemnly affirm and declare as under:-

1. That plot/site/house no. \_\_\_\_\_ Phase \_\_\_\_\_ measuring \_\_\_\_\_ Sq. Yds. at Urban Estate \_\_\_\_\_ was allotted/transferred to Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_ R/o \_\_\_\_\_ on \_\_\_\_\_ at the tentative price of Rs. \_\_\_\_\_

2. That all dues of the plot/site/house up to date \_\_\_\_\_ have been paid to PUDA.

3. That I/we \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ R/o \_\_\_\_\_ hold the General Power of Attorney No. \_\_\_\_\_ Dated \_\_\_\_\_ registered in the office of Sub Registrar \_\_\_\_\_ for the said plot/site/ house on behalf of Shri/Smt. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ which he/she has neither revoked nor cancelled.

4. That I/we \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ R/o \_\_\_\_\_  
hold sub attorney no. \_\_\_\_\_ dated \_\_\_\_\_ registered in the office of Sub Registrar \_\_\_\_\_ for the said plot/site/house on behalf of GPA holder Shri/Smt. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ which he/she has neither revoked nor cancelled applicable)
5. That Shri/Smt. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ who executed the General Power of Attorney is still alive and GPA holder Shri/Smt. \_\_\_\_\_ who executed the Sub Attorney is also still alive (whichever is applicable).
6. That I/we want to transfer/sell the said plot/site/house to Shri/Smt. \_\_\_\_\_  
S/o D/o W/o \_\_\_\_\_ R/o \_\_\_\_\_
7. That I/We am/are legally empowered to transfer/sell the said plot/site/house and that there is stay order of any court or litigation of any kind pending in any Court of law regarding the transfer/sale of the above said plot/site/house.
8. That Plot/Site/House is free from mortgage and other encumbrances OR That plot/site/house is mortgaged to \_\_\_\_\_ and N.O.C. from the mortgage is attached.

DEPONENT(S)

VERIFICATION

Verified that the contents of Paras No. 1 to 8 of above affidavit of mine/ours are true and correct to the

best of my/our knowledge and belief. No part thereof is false and nothing has been concealed therein.

DEPONENT(S)

Place:

(4-11)

**APPLICATION TO BE FURNISHED BY TRANSFEREE**

(only in case of transfer of Plot/House/Sites)

To

The Estate Officer,  
PUDA \_\_\_\_\_

Subject: Application for the transfer of Plot No./House No./Commercial Site No.

\_\_\_\_\_Sector/Phase \_\_\_\_\_ Urban Estate \_\_\_\_\_.

Sir/Madam,

That I/we have agreed to purchase above mentioned plot/house/site from its owner Shri/Smt. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ R/o

\_\_\_\_\_ (through his GPA) Shri/Smt. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ (if applicable) and before entering into agreement with the transferor, I/We have satisfied myself/ourselves about the title of the property and the genuineness of transferor & the documents. So, the above mentioned Plot/House/ Commercial Site may be transferred in my/our name/names in the PUDA records.

Yours sincerely,

.....  
TRANSFEEE(S)

Dated:

(5-11)

Date:  
(Specimen of Affidavit from purchaser/Transferee on non judicial stamp paper of Rs. 15/- alongwith

Passport Size Photograph duly attested by Executive Magistrate or Magistrate First Class).

**AFFIDAVIT**

I/We \_\_\_\_\_ S/o D/o W/o Shri \_\_\_\_\_ aged

\_\_\_\_\_  
Years R/o \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That I/We have agreed to purchase/get transferred Plot/House/Commercial Site No. \_\_\_\_\_ situated in Sector/Phase \_\_\_\_\_ at \_\_\_\_\_ from its owner Sh./Smt. \_\_\_\_\_ R/o \_\_\_\_\_ (through his GPA/SPA-Sh./Smt. \_\_\_\_\_ if applicable.)
2. That after the property is transferred in my/our name. I/We or My/Our legal heirs assigns & successors shall abide by the provisions of the Punjab Regional & Town Planning & Dev. Act, 1995 and the rules bye-laws framed thereunder, as amended from time to time and the conditions of the allotment.
3. That I/We or my/our legal heirs assigns & successors shall pay Additional Price, Extension fee and other dues, if any, in respect of the said plot/house/site as and when demanded by the Estate Officer irrespective of the execution of conveyance deed/sale deed. In case of failure on my/our part to pay the final/additional price and extension fee or other dues to the Estate Officer the Competent Authority may resume the said plot/house/site.
4. That I/We shall construct the building on the plot/site within the stipulated period in accordance with the sanctioned building plan (if applicable) failing which I shall pay Extension fee as determined by PUDA.
5. That I/We shall not make any additions/alterations in the said property without prior approval of the Estate Officer, PUDA.
6. That I/We shall not use the said property for any purpose other than the purpose for which it has been allotted.
7. That I/We shall execute Hire Purchase Agreement within \_\_\_\_\_ days from the date of issue of permission to transfer/NOC (in case of house only).
8. That I/We shall not hold the Estate Officer responsible for any loss/damage caused to us at any later stage due to the transfer made/NOC issued by the Estate Officer on the basis of the documents submitted for the purpose.

DEPONENT(S)

VERIFICATION:

Verified that the contents of Paras no. 1 to 8 of above of mine/ours are true and correct to the best of my/our knowledge and belief. No part thereof is false and nothing has been concealed therein.

DEPONENT(S)

Place:

Date:

(6-11)

(Specimen of Indemnity Bond to be submitted by transferee/Purchaser on Non-judicial Stamp paper of Rs. 15/- alongwith passport size photograph pasted on it and duly attested by Executive Magistrate).

**INDEMNITY BOND**

This Indemnity bond is executed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_ (Month) 2000 by \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ aged \_\_\_\_\_ years.

Whereas I/We, the above said executant(s) of this bond have agreed to purchase Plot/House/Commercial Site No. \_\_\_\_\_ Urban Estate \_\_\_\_\_ measuring \_\_\_\_\_ owned by Shri/Smt. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ R/o \_\_\_\_\_.

Therefore, I/We, the above named executant(s) of this bond in the capacity as transferee(s)/purchaser(s) of Plot/Site/House No. \_\_\_\_\_ hereby declare that before entering into agreement with the seller. I/We have satisfied myself/ourselves about the title of the property and about the genuineness of the seller, who is/are still alive. I have also satisfied myself about the documents of GPA/Sub-GPA which are still valid and are duly executed by original owner/GPA holder and have not been cancelled/revoked till date. In case any damaged/claim/dispute arises in respect of the property at any later stage because of the genuineness of the above said transaction of the transfer, then I/We shall at all times indemnify and keep harmless the Estate Officer, PUDA \_\_\_\_\_ from all disputes/claims/damages & actions & proceedings taken against him, and the Estate Officer, PUDA \_\_\_\_\_ or any of his officials shall be entitled to make good all such damages/claims/losses from me/us and from my/our legal heirs, assigns and successors or from the above said property which is now being transferred in my/our names and in that event I/We shall have no objection to any action of the Estate Officer PUDA \_\_\_\_\_ including cancellation/resumption of this property.

In witness whereof I/We have put my/our hands on this bond on the day month and year first above mentioned in the presence of the witnesses.

EXECUTANT(S)

WITNESSES:



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

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(Specimen of Affidavit from Purchaser/transferee on Non-judicial Stamp Paper of Rs. 15/- alongwith passport size photograph duly attested by Executive Magistrate or Magistrate Ist Class in case of violations of building byelaws)

**AFFIDAVIT**

I/We \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ aged \_\_\_\_\_ years  
\_\_\_\_\_ R/o \_\_\_\_\_ do hereby solemnly affirm and declare as  
under:-

1. That after the property is transferred in my/ours name(s), I/we or my/our legal heirs, assigns & successors shall abide by the provisions of the Punjab Regional & Town Planning & Dev. Act, 1995 and the rules, byelaws framed there under or amended from time to time and the conditions of allotment.
2. That I/we shall be liable to pay the required compounding fee in regard to all the compoundable violations and will demolish/alter the non-compoundable violations, which are existing in the building to bring it in accordance with the approved building plan.

DEPONENT(S)

**VERIFICATION:**

Verified that the above statement is true and correct to the best of my/our knowledge and belief and nothing has been concealed therein.

DEPONENT(S)

Place:

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Date:

**INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM**

1. In case of family transfer, Family means: Father, Mother, Son, Daughter, Husband/wife, Brother and Sister.
2. All payments should be made by a bank draft only, drawn in favour of Estate Officer, PUDA payable at \_\_\_\_\_
3. Transfer Fee/Process Fee is chargeable as under:-
  - A. HOUSES:
    - (i) Transfer fee : 5% of the allotment price of the house is chargeable w.e.f. 30.06.97. However the rate of 10% transfer fee will remain enforce for the allotments made prior to 30.06.97 and no refund of transfer fee is allowed on the transfers already made.
    - (ii) Rs. 250/- is charged as transfer fee in family transfer cases.
    - (iii) Process fee Rs. 1000/-
  4. There is no bar on joint ownership in two or more names. The transfer fee shall be chargeable in proportionate to the share being transferred. Addition/deletion of names shall be regarded at transfer at above rates.
- B. RESIDENTIAL/COMMERCIAL PLOTS:-
  - (i) The transfer fee will be charged @ 2.5% of allotment price of auction price of the plot in case of residential plots and 2.5% of the auction price in case of commercial plots, subjectg to the minimum as under:-

RESIDENTIAL

COMMERCIAL

Plots measuring 500 sq. yds.	Rs. 40,000/-	Booth:	Rs. 25,000/-
Plots measuring 400 Sq. yds.	Rs. 30,000/-	SSS:	Rs. 40,000/-
Plots measuring 300 sq. yds.	Rs. 20,000/-	SCO/SCF:	Rs. 75,000/-
Plots measuring 250 sq. yds.	Rs. 15,000/-		
Plots measuring 200 sq. yds.	Rs. 10,000/-		
Plots measuring 150 sq. yds.	Rs. 7,500/-		
Plots below 150 sq. yds.	Rs. 5,000/-		

(ii) Family transfer will be/allowed on payment of following transfer fee as follows:

RESIDENTIAL		COMMERCIAL	
500 sq. yds.	Rs. 10,000/-	Booth	Rs. 10,000/-
400 sq. yds.	Rs. 8,000/-	SSS:	Rs. 20,000/-
300 sq. yds.	Rs. 6,000/-	SCO/SCF:	Rs. 30,000/-
250 sq. yds.	Rs. 5,000/-		
200 sq. yds.	Rs. 4,000/-		

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150 sq. yds.	Rs. 3,000/-
Below 150 sq. yds.	Rs. 2,000/-

(iii) In case of constructed plots, additional transfer fee for constructed covered area @ Rs. 10/- per sq. ft. will be charged  
(Applicable to Family Transfer also)

(iv) The processing charges in case of transfer will be as under:-

Residential Plots	:	Rs. 1,000/-
Commercial Plots	:	Rs. 2,000/-

4. Rate of Extension Fee for non-construction.  
(Non-construction means that completion/occupation certificate has not been obtained)

A. FOR RESIDENTIAL PLOTS:

Extension fee for the year ending on 31<sup>st</sup> December  
1998 1999 2000 2001 2002 2003 2004

Allotment made before Dec. 1989 beyond 31-12-2000	2%	2%	2.5%	No extension			
Allotment made in 1989 where period of 8 years expires on 31-12-97	2%	2%	2.5%	No extension beyond			
Allotment made in 1990 where period 31-12-2000 Of 7 years expires on 31-12-97	2%	2%	2.5%	No extension beyond			
Allotment made in 1991 where period beyond 2001 Of 6 years expires on 31-12-97	2%	2%	2.5%	2.5%	No extension		
Allotment made in 1992 where period beyond 2002 Of 5 years expires on 31-12-97	2%	2%	2.5%	2.5%	No extension		
Allotment made in 1993 where period Of 4 years expires on 31-12-97 2003	2%	2%	2.5%	2.5%	2.5%	3%	No extension beyond
Allotment made in 1994 where period 3% Of 3 years expires on 31-12-97	2%	2%	2.5%	2.5%	2.5%	3%	
Allotment made in 1995 and Thereafter year (6 <sup>th</sup> yr) (7 <sup>th</sup> yr)	2%	2%	2.5% (1st yr)	2.5% (2 <sup>nd</sup> yr)	2.5% (3 <sup>rd</sup> yr)	3% (4 <sup>th</sup> yr)	3% (5 <sup>th</sup> yr)

Note: Percentage rate to be calculated on the prevailing allotment price.  
(This rate is subject to change from time to time as per policy)

#### B. FOR COMMERCIAL PLOTS :

PERIOD	Extension fee for the year ending on 31 December						
	1998	1999	2000	2001	2002	2003	2004
Allotment made before Dec. 1989 2000	2%	2%	2.5%	No extension beyond			
Allotment made in 1989 where period 2000 Of 8 years expires on 31-12-97	2%	2%	2.5%	No extension beyond			
Allotment made in 1990 where period 2000	2%	2%	2.5%	No extension beyond			

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Of 7 years expires on 31-12-97

Allotment made in 1991 where period 2001	2%	2%	2.5%	No extension beyond		
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Of 6 years expires on 31-12-97

Allotment made in 1992 where period beyond 2002	2%	2%	2.5%	2.5%	No extension	
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Of 5 years expires on 31-12-97

Allotment made in 1993 where period Of 4 years expires on 31-12-97 2003	2%	2%	2.5%	2.5%	2.5%	3%	No extension beyond
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Allotment made in 1994 where period 3%	2%	2%	2.5%	2.5%	2.5%	3%
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Of 3 years expires on 31-12-97

Allotment made in 1995 and Thereafter year (6 <sup>th</sup> yr) (7 <sup>th</sup> yr)	2%	2%	2.5%	2.5%	2.5%	3%	3%
		(Ist yr)	(2 <sup>nd</sup> yr)	(3 <sup>rd</sup> yr)	(4 <sup>th</sup> yr)	(5 <sup>th</sup> yr)	

Note: Rates on the percentage basis to be calculated on the auction price of plot.

Rate of Extension fee w.e.f. 1-1-1988 to 31-12-1997 applicable as per policy revised from time to time.

However where the three years period for completing the construction has already expired on 31-12-1987, the extension fee will be applicable w.e.f. 1-1-1988.

### FOR OFFICE USE

Application of Sh./Smt. \_\_\_\_\_ for permission to transfer  
Plot/Site/House No. \_\_\_\_\_ Sector/Phase \_\_\_\_\_ has been  
checked and documents at Sr.No. \_\_\_\_\_ have been received. Payment of Rs.  
\_\_\_\_\_ vide receipt No. \_\_\_\_\_ has also been received.

(Signature)  
Assistant (S.W.S.)  
Date:

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ACKNOWLEDGEMENT SLIP

Application received for Transfer of Plot/Site/House from Sh./Smt.  
\_\_\_\_\_ GPA/Sub GPA/SPA (if applicable) of Sh./Smt.  
\_\_\_\_\_ in respect of Plot/Site/House No.  
\_\_\_\_\_ Sector/Phase \_\_\_\_\_ on  
\_\_\_\_\_ File No. \_\_\_\_\_ and a sum of Rs.  
\_\_\_\_\_ vide receipt No. \_\_\_\_\_ has been received. The applicant  
may contact the Estate Office on (date) \_\_\_\_\_ to collect the document otherwise the  
documents will be despatched by post on \_\_\_\_\_ .

Signature of Diary Clerk

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