

**SENATE SECTT EMPLOYEES COOPERATIVE HOUSING SOCIETY, ISLAMABAD**

**TRANSFER APPLICATION**

The Secretary/President,  
SSECHS,  
Islamabad.

**Subject: TRANSFER OF ALLOTMENT/PROVISIONAL ALLOTMENT OF PLOT NO/ Membership No:  
\_\_\_\_\_ MEASURING \_\_\_\_\_ IN SENATE AVENUE ISLAMABAD.**

Dear Sir,

I, \_\_\_\_\_ s/o, w/o, d/o \_\_\_\_\_  
owner/Membership No: \_\_\_\_\_ allottee of residential Plot No: \_\_\_\_\_ Street: \_\_\_\_\_ Block:  
\_\_\_\_\_ measuring \_\_\_\_\_ in SENATE AVENUE ISLAMABAD, state that I had paid due amount of  
the said plot amounting to Rs. \_\_\_\_\_ to the Society.

In accordance with the terms and conditions of Allotment/Provisional Allotment of the above plot vide your  
letter No: \_\_\_\_\_ date: \_\_\_\_\_, I request to transfer it from my name to the name of  
\_\_\_\_\_. Whose particulars are given below:

Name:(Buyer) \_\_\_\_\_

Fathers/ Husband’s Name: \_\_\_\_\_

Address: (i) Present: \_\_\_\_\_  
\_\_\_\_\_

(ii) Permanent: \_\_\_\_\_  
\_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

CNIC/NICOP No: \_\_\_\_\_

3. Bank/Society Receipt No: \_\_\_\_\_ dated: \_\_\_\_\_ for Rs. \_\_\_\_\_ on account  
of transfer fee is attached.

4. This request for transfer shall be treated as final on my behalf.

Yours faithfully,

( )

i) Thumb Impression of Owner/Seller  
Contact No: \_\_\_\_\_

ii) Signature of Owner/Seller  
Address: \_\_\_\_\_  
\_\_\_\_\_

( )

Signature & Thumb Impression of  
(Transferee)

(Print on Back side of Transfer Form)

## APPLICATION/DECLARATION OF TRANSFEREE

I nominate to Mr/Ms \_\_\_\_\_ s/o, d/o, w/o \_\_\_\_\_  
resident of \_\_\_\_\_ may be  
treated as **my NOMINEE** and I will abide by all rules, regulations/ by laws of SSECHS Society.

In case the allotment is transferred in my name, I hereby undertake:

- i) To abide by all the terms and conditions of allotment/membership of the plot and to comply with all the orders, directions, instructions, etc. issued from time to time by the SSECHS Society and CDA.
- ii) To pay all the dues, fees charges, Tax etc. payable by the Allottee to the SSECHS Society or any other Government Department, Organization, Agency etc. in respect of the said Plot.
- iii) To use the Plot for the same purpose for which it was allotted and to construct the building complying with all the relevant Rules/Regulations, directions, instructions etc. enforce or issued from time to time by the SSECHS Society and CDA.
- iv) SSECHS Society reserves the right for any change in location, size and dimension of the plot due to any change in layout/ master plan.
- v) All allotment will be considered Provisional; Final Allotment will be made after payment of all the dues including cost of land, development charges and surcharge (if any).

**Specimen Signatures:**

\_\_\_\_\_  
**Read, Understood & Signed (Transferee)**

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

1 \_\_\_\_\_

**Fathers/ Husband's Name:** \_\_\_\_\_

2 \_\_\_\_\_

**Address: (i) Present:** \_\_\_\_\_

(ii) Permanent: \_\_\_\_\_

3 \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**ATTESTATION**

**CNIC/NICOP No:** \_\_\_\_\_

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

**Name & Designation:**

(Stamp/Seal of Officer)

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