

**REQUEST FOR NOC/NDC POSSESSION**



To: **The Director (Building Control)**  
**Defence Housing Authority,**  
**Peshawar.**

Date: \_\_\_ / \_\_\_ / \_\_\_

Subject: **REQUEST FOR NDC/NOC FOR POSSESSION**

I have decided to construct my house at Plot No. / Property No. \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_  
 Membership DPR No. \_\_\_\_\_ File No. \_\_\_\_\_ Registered in the name of  
 Mr / Mrs / Miss \_\_\_\_\_  
 S/o D/o W/o \_\_\_\_\_  
 CNIC \_\_\_\_\_ Cell No \_\_\_\_\_.

I am bound to pay all admissible dues on account of possession for my above mentioned plot / property. It is therefore, requested that NOC/NDC may please be issued.

**Note:** I have read the instructions over leaf and deposited the documents as required

Yours Sincerely  
 Date: \_\_\_ / \_\_\_ / \_\_\_

(FOR OFFICE USE ONLY)

**NOC BY TRANSFER BRANCH**

Received on- \_\_\_ / \_\_\_ / \_\_\_

It is certified that File No \_\_\_\_\_ Plot No \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_  
 property of Mr /Mrs./Miss \_\_\_\_\_ is not under any litigation / caution.  
 Further process of NDC and possession may be initiated.

- 1<sup>st</sup> Owner of Svc Benefit plot Yes  No

Dir Transfer  
 Date: \_\_\_ / \_\_\_ / \_\_\_

**FOR FINANCE BRANCH USE ONLY**

Received on- \_\_\_ / \_\_\_ / \_\_\_

All dues are cleared by the applicant. Possession process may be commenced.

Dir Finance  
 Date: \_\_\_ / \_\_\_ / \_\_\_

**FOR TOWN PLANNING/BUILDING CONTROL ONLY**

Received on- \_\_\_ / \_\_\_ / \_\_\_

Handover possession physically.

Dir Building Control  
 Date: \_\_\_ / \_\_\_ / \_\_\_

**DOCUMENTS REQUIRED FOR NOC (No Objection Certificate)**

1. Photocopy of CNIC.
2. Photocopy of Allocation / Allotment Letter (s).
3. Customer shall be bound to deposit any sum payable even if identified after issuance of NOC/NDC

**VALIDITY PERIOD OF NOC: 90 Days**

1. NOC will be prepared within Seven days (On receipt of complete documents).
2. NOC can be applied by allottee / file holder only.