

Foreign Transfer (Seller Abroad). If the Seller is abroad and cannot appear for transfer.

Service	Timeline	Charges	Delivery
Foreign Transfer	On completion of requirements/documentation	Same as for normal transfer Additional Rs. 40,000/- will be paid in case of General Power of Attorney.	Transfer Branch

Additional Documents Required

1. General Power of Attorney (GPA) by the seller will be prepared in favour of person who will appear in DHA on behalf of the seller.
2. Procedure for preparation of GPA is attached as **Anx A**.
3. Complete Transfer Document Set alongwith no Demand Certificate Request Form and Site Plan (if required).
4. Attested copy of owners NIC from concerned Embassy/Consulate.
5. Attested copy of Passport and Visa with Exit and Entry Stamps from concerned Embassy / Consulate.
6. Documents required for regular transfer, including NDC, Allocation Letter and undertakings by the Seller and Purchaser.

Procedure

1. Authority Holder submits the documents to Customer Services Centre, DHA alongwith General Power of Attorney and paid voucher of additional Rs. 40,000/.
2. Customer Service Officer will issue the receipt of the documents.
3. Transfer Branch will verify the transfer documents from concerned Embassy/Consulate if required.
4. Normal Transfer Procedure will be followed by the Transfer Branch.
5. Authority holder will sign all the documents and transfer register on behalf of the seller.
6. Authority holder will be photographed alongwith purchaser and property dealer.

