**SOPS FOR TRANSFER OF PLOTS AT MCR**

Marble City Rislapur is one of its kind project, Initially, PASDEC industrial plots were non-transferable which were initially framed to discourage the real estate investors and to bring forward the genuine stakeholders. However, the BoD of PASDEC approved in its 38th meeting of BoD approved the transfer of plot.

Accordingly, applications were invited from the interested allottees. All allottees were conveyed the 3% of plot price (PASDEC existing plot Price) as Transfer fee to be submitted alongwith the application. However, PASDEC existing price of plots at MCR is less than market price. The existing approved transfer rates are as under:

8 Kanal = Rs. 390,000/-

4 Kanal = Rs. 210,000/-

2.45 Kanal = Rs. 157,000/-

2 Kanal = Rs. 112,000/-

Accordingly, SOPs for transfer of plots are prepared which are as under:

1. Allottee shall submit formal request for transfer of title of his plot signed as per his original application form alongwith the following documents are required for the Transfer of Plot.
	1. Prescribed transfer application to be filled by the both parties (copy enclosed).
	2. 3% of plot price (PASDEC existing plot Price) as Transfer fee (above Table) in shape of Pay Order/ DD.
	3. Original acceptance / offer letter or any other documentation
	4. Payment receipt (if available)
	5. 2 NIC copies of the allottee (s) and new allottee(s)
	6. Photograph of both parties
	7. Undertaking of Transferee on Rs. 20/- non-Judicial Stamp Paper duly attested by Notary Public/Oath Commissioner to abide by rules and policies of MCR project formulated by PASDEC (copy of specimen enclosed).
	8. In case of any document was unavailable from the existing allottee, the allottee shall have to submit undertaking of the availability of the same on Rs. 20 non-judicial stamp paper.
	9. Applicable Govt. Tax
2. As a first step, the transferee shall request for the issuance of NDC (copy of Specimen Enclosed) prior to the transfer procedure. The same, after initial scrutiny, shall be forwarded for issuance of NDC in the name of Transferee from Finance Department (copy of specimen NDC enclosed).
3. Both parties new and old applicant would be asked to visit the office of **Estate Manager** / **Manager** for the transfer process to begin.
4. The transfer process would be carried out in the presence of the concerned staff and proper recording of the event in shape of photographs etc. would be ensured.
5. Upon submission of above, PASDEC shall reconcile the payments outstanding. In case of any overdue, it is mandatory that all overdue amounts shall be recovered prior to any transfer otherwise processed for further action.
6. The application submitted shall be evaluated, checked before being presented for approval by the department.
7. Once the transfer process is over with, the department would issue allocation letter in the name of new applicant after being approved by the competent authority which shall be enforced further for future dues/ payment/ any other issue pertaining to the plot / Estate matters.

Moreover, Audit Committee of PASDEC in its meeting held on 15th March, 2017 directed concerning the subject matter which is reproduced as under:

 *“The Committee directed the management that existing SOPs should include the condition of obtaining/ issuance of duplicate allotment documents and impose non-refundable fee for issuance of duplicate copy. Besides that, a clause of request/issuance of NOC or No Dues/Demand Certificate (NDC) in the existing Marble City SOPs, should also be included prior to sale/transfer proceeds to ensure that the defined cost and allied charges have already been received from concerned allottee”.*

1. In the light of decision taken it is proposed that following non-refundable fee shall be charged for the issuance of duplicate copy based on the plot size as under which hsall be invoked upon failure of principle applicant (transferor) to submit original plot Allocation letter:
	1. 2 Kanal = Rs. 25,000/-
	2. 4 Kanal = Rs. 30,000/-
	3. 2 Kanal = Rs. 35,000/-