



BAHRIA TOWN

# BAHRIA TOWN (PVT) LTD APPLICATION FORM FOR MERGER

To Be Attached Col Application  
Form  
NDC along with  
other documents  
to be attached

REG. NO: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Father's/Husband's Name: \_\_\_\_\_

C.N.I.C No (Attach copy) \_\_\_\_\_

Postal Address: \_\_\_\_\_

MOBILE # \_\_\_\_\_

### I DO HEREBY

Request for Merger of my above mentioned Registration No. of Bahria Town (PTV) LTD Karachi in below mentioned files;

Reg. No. _____
Name: _____
CNIC # _____
Paid Installment _____
File Status _____ (Cancel/Active)

Reg. No. _____
Name: _____
CNIC # _____
Paid Installment _____
File Status _____ (Cancel/Active)

Reg. No. _____
Name: _____
CNIC # _____
Paid Installment _____
File Status _____ (Cancel/Active)

### Documents Attached

- Customer copy of Booking Form/Transfer Letter (photocopy)
- CNIC (photocopy)
- Application Approval

Declaration: I do hereby solemnly affirm and declare that information given herein is correct to the best of my knowledge and belief and I hereby agree to abide by all the terms and conditions of the Bahria Town (PVT) LTD, Karachi which have been provided to me separately and I have read and understood the same.

Manager Finance  
(Counter sign)

Applicant Signature

Manager Merger  
(Counter sign)



BAHRIA TOWN

# BAHRIA TOWN (PVT) LTD APPLICATION FORM FOR MERGER

Merger form in respect of \_\_\_\_\_

S/o, D/o, W/o \_\_\_\_\_ CNIC # \_\_\_\_\_

To merge the file Reg. No. \_\_\_\_\_ into Reg. No. \_\_\_\_\_ has been received.

Received by (Stamp & Sign) \_\_\_\_\_ Dated \_\_\_\_\_



BAHRIA TOWN

## BAHRIA TOWN KARACHI PVT LTD

Superhighway, Karachi.

Tel: +9221-36161555

### Merging/ Transfers Policy 2019

1. Merging/ transfers of Sports City and Paradise projects are in progress and will continue till further orders. Merging will be done within the same projects and no cross projects merging is allowed.
2. Merger will be done at Bahria Town Karachi, Lahore and Rawalpindi offices.
3. Merging will be accepted in following categories of **Active Files only**:-
  - a. Merging of files on same name. One on One Merging
  - b. Merging of files within real family members. (Husband-wife, Father-son/daughter, Mother-Son/daughter, brother -sister).
  - c. Merging of files between two different customers.
  - d. Merging/Transfers of one file against multiple files not exceeding **three** in above mentioned categories. Provided all three retained files are on one name.
  - e. Open forms merging is not allowed.

### 4. **Merging and transfers fees will be applicable.**

#### 5. Documents Required

##### a. For Approval of Merging

- (1) Hand written application
- (2) Account statements of files to be merged.
- (3) Willing Affidavits for dissolved and retained files.
- (4) Copies of CNIC of dissolved and retained files owners.

##### b. For Merger NDC

- (1) Merger Approval
- (2) CNIC of dissolved file owner.
- (3) Copies of all documents mentioned on Merger NDC Form.
- (4) For collection of Merger NDC, presence of dissolved file customer is mandatory.

In case of overseas clients, the laid down procedure of respective

Embassy/Consulate and Foreign Office will be followed.

- (5) Merger NDC will be **valid for one month.**

##### c. For Merger Transfers

- (1) Merger NDC
- (2) Original Dissolved files
- (3) All Documents as per existing transfers Procedures.
- (4) Paid Merger Challan fee Form
- (5) Paid Transfers Challan fee Form
- (6) Merger Affidavit by owner of file



## 6. Procedure

- a. Customers will apply for merger approval at Operations counters along-with Merger NDC initiation form.
  - b. After signing of approval files will be tagged as in "**Merger Process**".
  - c. Upon approval, signed Merger NDC will be automatically applied and customers will be intimated.
  - d. Merger NDC will be issued within **7 to 10 days** and customers can apply for merger /transfers accordingly.
  - e. Merger/transfer will be executed if files are not on same names. ( Transfer fee will apply).
  - f. Merger will only be executed if dissolved and retained files are of the same client.
  - g. Before the execution of merger following documents are required:-
    - (1) **Merger application Form.**
    - (2) All deposit slips of dissolved file.
    - (3) Original Booking Form /Transfer letter of dissolved file.
    - (4) Undertaking of Merger.
    - (5) Authority Letter (If Applicable)
    - (6) Merger/Transfer fee will be charged against dissolved file as per size /category of file.
    - (7) 2x CNIC copies and 2x passport size photographs of allottee.
    - (8) Transfer department will issue Merger document receipt to the allottee or authority holder.
  - h. Current dues and surcharge of dissolved file will not be paid.
  - i. Due installments are to be paid in retained file if merged amount is not sufficient.
  - j. **Merger cases will be done as under:-**
    - (1) Transfer Department will received the merger documents, process and send to Receipt and Verification Department.
    - (2) Receipt and Verification Department will prepare sheet for amount to be shifted and send to Data Centre for data entries.
  - k. Data center will make the entries. **Dates for entries of shifted amount will be reflected as per the date of initiation of merger /transfer merger.**
  - l. After merging, any excess amount found will be adjusted against possession/utilities /maintenance charges and due payments will be completed.
  - m. After merging, retained files surcharge will be waived off.
7. Documents of dissolved files including customer copy of booking form / transfer letter and customer copies of payment challan will be attached in CRM by initiating officer.

8. After initiation of merger, Lahore and Rawalpindi Offices will mail original file documents through courier to QC section of Transfer Department of Bahria Town Karachi. Once initiated on CRM by them the merger will be routed to QC section of Transfer Department of Bahria Town Karachi

*Hassan*  
17/4/19

**Brig Hassan Rafi SI(M), (R)**  
**Head of Operations**  
**Bahria Town Karachi**