

## Building Transfer Request Form

*Only the scanned PDF copy of dully filled this form should be uploaded to the NFAMS by the Data Entry Officer of the Transferor in NFAMS (Institution which register the Building in NFAMS) and verified by the Data Verification Officer of the Transferor in NFAMS, to obtain the approval from the Comptroller General's Office:*

- a. to transfer the building to another institution and accordingly in NFAMS; and  
b. to initiate the transfer of registered ownership*

**01. Building Identification Number:  
(BIN generated in NFAMS)**

**02. Transferor in NFAMS (Institution which register the building in NFAMS):**

Name of the Institution:

Name of the Owner:

I hereby request to grant the approval to transfer the building mentioned in 01 above to the institution mentioned in 03 below, and hence transfer in NFAMS as well as the ownership.

Remarks if any:

.....

Head of the institution signature

Date- ..... / ..... / .....                      Official Stamp

**03. Transferee**

Name of the Institution:

Justification for the transfer:

I hereby request to grant the approval to transfer the building mentioned in 01 above to this institution and hence in NFAMS. Accordingly, I agree to take necessary actions to get transferred the ownership of this building as per the Public Finance Circular No. 01/2020 (Part II Section 08).

Remarks, if any:

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Head of the institution signature

Date- ..... / ..... / .....                      Official Stamp