

DHA CITY

ISSUANCE OF CERTIFIED TRUE COPY

The Administrator
Pakistan Defence Officers Housing Authority (DHA City)
2-B, East Street, Phase-I
Karachi

Subject: **Issuance of Certified True Copy**

Reference: Plot File No _____ (Plot No _____, Sector No _____ Sub Sector No _____)
measuring _____ sq. yds (approx).

Dear Sir,

I have lost my Information Letter / Intimation Letter / Transfer Order / Adjustment Letter / Allotment Order. I therefore request that Certified True Copy (CTC) of the _____ may please be issued. In case Original title document _____ is found, the same will be sent to you for cancellation.

(name of document)

(name of document)

Thanking You,

Yours faithfully,

Name: _____

Address: _____

M/Ship No _____

CNIC No _____

Contact No _____

* Delete which ever is not applicable.

Dated: _____

Submitted following: -

- a. **Affidavit on Rs. 100/- Non Judicial Stamp Paper duly attested (Specimen Attached).**
- b. Signatures on application (as per specimen) to be attested by Nazim/CO/Sta Comd/Fmn Comd/Oath Commissioner (as the case may be).
- c. 1 x photo copy of CNIC duly attested.
- d. Publication in two National daily Newspapers (Urdu & English) of reputed/wide circulation in Karachi and the province of residence of the applicant regarding loss of document required (Specimen attached). * **List of newspapers below.**
- e. Bank Draft/Pay Order for Rs. 10000/- (CTC Charges) in favour of DHA City Karachi. **(CTC Fee Changeable).**
- f. **Photocopy of valid DHA City membership Card.**

Notes:

1. CTC will not be despatched. Personal appearance before the DHA Designated Officer is mandatory while receiving CTC.
2. In case CTC is required to be **attached** with the case, appearance of owner before DHA designated officer is mandatory at the time of submission of application for CTC.
3. **The CTC application should be deposited at the Reception Counter T&R DCK and obtain a receipt. The receipt will indicate the date of collection in case of no dispute/legal notice etc and original receipt will be deposit back with DHA.**
4. CTC cases are not processed on urgent basis.
5. Before submission of CTC case, all outstanding dues/up to-date installments against plot must be cleared.
6. **Attestation of Affidavits**
 - Affidavit executed within Karachi (Pakistan) be got attested by Oath Commissioner/Notary Public/Nazim concerned.
 - Affidavits executed outside Pakistan be got attested from authorized officer of Pak Embassy Abroad /Consulate General.
7. **List of Newspapers. English.** Dawn, The News, The Nation, Frontier Post & Baluchistan Times.
Urdu. Jang, Nawa-e-Waqt & Daily Dunya.

SPECIMEN AFFIDAVIT**(On Rs 100/- Non Judicial Stamp Paper Attested by Oath Commissioner)**

1. I, Mr. / Miss / Mrs. / Mst _____
S/o / d/o / w/o _____ Defence Housing Authority (DHA City) membership
No. _____ Muslim adult, resident of _____ do hereby solemnly affirm on Oath and
declare that I have lost Information Letter / Intimation Letter / Transfer Order / Adjustment Letter / Allotment Order of
my Plot File No _____ (plot No _____, Sector No _____ Sub Sector No _____) Measuring
_____ Sq Yds.
2. That in case, any claim is made by anybody on the lost / misplaced Information Letter / Intimation Letter /
Transfer Order / Adjustment Letter / Allotment Order of this plot, I undertake to indemnify the Defence Housing
Authority (DHA City), for any consequences.
3. That in case the Information Letter / Intimation Letter / Transfer Order / Adjustment Letter / Allotment Order
is found later on, it will be deposited with the Defence Housing Authority (DHA City).
4. That whatever been stated above are true and correct to the best of my knowledge and belief.

DEPONENT**Attestation as per instruction slip**

SPECIMEN

LOST

Information Letter / Intimation Letter / Transfer Order / Adjustment Letter / Allotment Order of Plot File No _____ (Plot No _____, Sector No _____ Sub Sector No _____) measuring _____ sq yds located in Pakistan Defence Officers Housing Authority, (DHA City) Karachi has been lost. Finder or anyone having objection / claim may please be contacted me / us and Director Transfer & Record, DHA City Karachi within fifteen (15) days of publication. I / We have also approached DHA City Karachi for Certified True Copy (CTC) of _____. On _____.

(Name of document)

Expiry of notice period, no objection / claim will be accepted.

Name: _____

DHA City Membership No: _____

Address: _____

Telephone No: _____

Notes:

1. Strike out whichever is not applicable.
2. **The above contents be translated in Urdu for publication in Urdu newspapers.**
3. Publication be made in following with photograph of deceased:-
 - a. **English Morning Daily. Dawn, The News, The Nation, Frontier Post and Baluchistan Times.**
 - b. **Urdu Morning Daily. Jang, Nawa-e-Waqt & Daily Dunya or Nai Baat.**