

DHA CITY

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI HIBA ZABANI BILA EWAZ (INSTRUCTION SLIP)

1. To apply for transfer of plot by Hiba Zabani Bila Ewaz following documents are required to be submitted: -
 - a. Covering letter signed by the owner (Specimen attached).
 - b. An affidavit (Specimen attached) **on Rs. 100/- (Per Donor)** Stamp Paper duly attested by an Oath Commissioner.
 - c. 1x photocopy each of CNIC of each i.e. donor & donee.
 - d. Two attested photographs of the transferee / donee. **(Not more than 6 months old).**
 - e. Original **Allotment order/ Information Letter / Intimation Letter/ Adjustment Letter Transfer Order/Division Order.** etc to be returned for cancellation.
 - f. **In case of loss of any of the title document, allottee / owner must apply for CTC of the said, according to CTC procedure (instruction slip & specimen uploaded on DCK website) and attach CTC with transfer documents.**
 - g. **In case of issuance and loss of provisional intimation letter attach an affidavit (specimen attached).**
 - h. Undertaking for Loan Mortgage of Plot by Donor.
 - i. In case of Hiba of plot in the name of more than one owner, a consent letter from all the co-sharers be attached, indicating/mentioning the address on which the correspondence is to be made.
 - j. GHQ NOC, in case of transfer by Armed Forces allottee officer (serving/retired), **KPT NOC in case of KPT employees & DHA NOC in case of DHA staff benefit plot.**
2. Ensure all dues on the plot are cleared.
3. After 'Sign Before' on the transfer documents, the Designated Officer will return the documents to the Donor (Transferor).
4. The Donee (Transferee) to pay the transfer fee in the Account Branch. The Account Branch will make necessary endorsement on the covering letter.
5. The donee (Transferee) to deposit the Transfer Documents at the Reception (veranda) after sign before and obtain a **computerised** receipt. The receipt will indicate the date of collection.

Notes:

1. All fees are subject to change without notice.
2. Before making out a Pay Order/Bank Draft please find out the outstanding dues and current rate of Fee from Accounts Branch.
3. In case you desire your case to be processed on urgent basis, on payment of requisite emergent fee, please contact the Director/Addl Directors **Transfer & Record DCK** for necessary endorsement before paying the fees/submitting the documents at the Reception Counter.
4. **Digital Photograph taken within the last six months will be accepted.**
5. **Validity of CNIC/NICOP//POC/ Passport should be more than 3 months.**

6. **Attestation of Affidavits**

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- Affidavit executed within Karachi (Pakistan) be got attested by Oath Commissioner/Notary Public/ Nazim concerned.
- Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad / Consulate General

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

Subject: **MUTATION/TRANSFER OF NAME (BY HIBA ZABANI BILA EWAZ) IN RESPECT OF PLOT FILE NO. _____ (PLOT NO. _____ SECTOR NO _____ SUB SECTOR NO _____) MEASURING _____ SQ YDS OR THEREABOUT SITUATED IN PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY (DHA CITY) KARACHI.**

Dear Sir,

It is submitted that I/we have transferred (By Hiba Zabani Bila Ewaz) the above said plot in favour of _____
Wife/Son/Daughter _____ Of _____
Muslim, adult/Minor
resident of _____ as per Affidavit
No. _____ Dated _____.

It is requested that necessary Mutation/Transfer may kindly be effected in your record and in future all the correspondence to be done directly with him/her at the above given address.

Thanking you,

Yours faithfully,

(Signature of Donor)
M/Ship No. _____

Specimen signatures of Seller/Donor

- 1. _____
- 2. _____
- 3. _____

Thumb impression of Donor

Signature of Tfr officer

SPECIMEN AFFIDAVIT**(HIBA ZABANI BILA EWAZ FOR MAJORS)**

1. I/We _____ s/o/d/o/w/o
 _____ Muslim adult, resident
 _____ in possession of my free will and without
 any coercion or duress, do hereby solemnly affirm and declare as under: -

2. That we/I am duly registered in Category **M/ship No**“ _____ “with the Pakistan Defence Officers Housing Authority, (DHA City) Karachi vide registration No. _____ and we/I was allotted /transferred a plot of Land bearing (**Plot no** _____ **Sector No** _____ **Sub Sector no** _____) in the said Authority, measuring _____ Sq Yds.

3. That on account of natural love and affection which we/I bear to my Wife/Son/Daughter/ Mrs/Mr/Miss _____ on _____ in the presence of Mr. _____ and Mr. _____, we/I, by HIBA ZABANI BILA EWAZ, gifted away the above said property to my _____ who is now the owner of the property.

4. That by virtue of Regulation No.9 made by the Executive Board of the Authority we/I hereby return Original **Allotment Order/ Information Letter / Intimation Letter/ Adjustment Letter / Transfer Order / Division Order No.** _____ dated _____ for cancellation and relinquish the above said Allotment /Transfer/Division of plot in my/our name in favour of Mr / Miss / Mrs / Mst _____ S/O / D/O / W/O _____ Muslim, adult R/O _____ who is also registered in Category _____ with the Authority vide Registration No. DHA **City Membership No.** _____.

5. That having relinquished the plot to the above said Authority for transfer to _____ conferring full rights and possession of the plot upon the above said transferee.

6. That we/I have also handed over complete possession of my said plot to _____ on the same date i.e. _____ alongwith all the relevant documents pertaining to the property.

7. That we/I solemnly affirm and declare that the name of _____ should be entered in the records of Military Estates Office and of the Pakistan Defence Officers Housing Authority, (DHA City), Karachi, as the owner of the said property.

8. That we/I solemnly declare that we/I have no right, title or interest in the said property and Mr/Mrs _____ is the exclusive owner since _____.

9. That we/I understand that having transferred my said plot, we/I cannot claim another or a second Allotment of a residential plot in the said Authority.

10. That whatever is stated above is true.

Karachi,
 (_____)

Attestation as per instruction slip

WITNESS:

1. _____

2. _____

I/We _____
 Wife/Son/Daughter _____ of _____
 _____ do solemnly
 affirm that my _____ by names of HIBA ZABANI BILA EWAZ gifted away
 the plot File No. _____ (Plot No _____ Sector No _____ Sub Sector No
 _____) measuring _____sq Pakistan Defence Officers Housing Authority, (DHA City),
 Karachi in the presence of witnesses in my favour and that he put in possession as absolute owner of the
 above said property and that I have accepted the gift, Wife/Son/Daughter of _____
 _____.

WITNESS:

1. _____
2. _____

Note:

**To be executed on Rs 100/= Non-Judicial Paper (or as prescribed by the Government),
 signed and sworn before 1st Class Magistrate/Oath Commissioner.**

DEPONENT

Attestation as per instruction slip

SPECIMEN AFFIDAVIT

(HIBA ZABANI BILA EWAZ FOR MINORS)

1. I/We _____
s/o d/o w/o _____
Muslim, adult, resident of _____
in possession of my full faculties and by my own free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

2. That we/I am duly registered in Category **M/ship No** “_____”with the Pakistan Defence Officers Housing Authority, (DHA CITY) Karachi, vide registration no. _____ and we/I was allotted/transferred a plot of land bearing File No. file no. _____ (**Plot No** _____ **Sector** _____ **No** _____ **Sub Sector no** _____) measuring _____ in the said Authority.

3. That on account of natural love and affection which we/I bear to my minor son/daughter namely Miss/Master _____ we/I, _____ on _____ in the presence of _____ have gifted away the whole/_____ share in the above said plot to my/our said minor son/daughter who is now owner of the same.

4. That we/I have also handed over complete possession of my said plot through his/her father/mother Mr./Mrs. _____ r/o _____ who is also natural guardian of the minor on the same date i.e. _____ alongwith all relevant documents pertaining to the plot.

5. That the said gift had been accepted with possession thereof on behalf of the said minor on the said date in the presence of the witness above named and since then the ownership of the whole/_____ share of the said plot has been vested in the name of the said minor.

6. That the name of the said minor (Donee) Miss/Master _____ should be accordingly entered in the records of M.E.O. and the Pakistan Defence Officers Housing Authority, (DHA City), Karachi, as owner/co-owner to the extent of his/her share in the said plot.

7. That we/I have No right, title or interest in the whole/_____ share of the plot as gifted by me/us, and Miss/Master _____ is the owner of the same since _____

8. That we/I understand that having transferred by way of oral gift the said plot/share in the said plot, we/I cannot claim another/or a second allotment of a plot in the said Authority.

Place _____ Date _____

WITNESSES:

(_____)

1. _____

2. _____

Attestation as per instruction slip

I Mr / Miss / Mrs / Mst. _____ s/o/d/o/w/o
 _____ as Guardian of Master/Miss
 _____ Minor, solemnly affirm that I namely
 Mr. _____ by 'Hiba Zabani Bila Ewaz' gifted away the property/plot
 No. _____ with construction thereon, in presence of the under-
 mentioned Witnesses in favour of my Son/Daughter/Grandson/Granddaughter _____ and
 have delivered all the documents pertaining to the property and that he/she is now in full possession and
 absolute owner of the above said property and that he/she is now in full possession and absolute owner
 of the above said property and I have accepted the Gift on behalf of Master/Miss
 _____ Minor as Guardian.
 Place _____ Date _____ Guardian

FATHER (_____)

WITNESSES:

1. _____ SIGNED FOR AND ON BEHALF OF

2. _____

NOTE: To be executed on Rs 100/= Non-Judicial Paper (or as prescribed by the Government), signed and sworn before 1st Class Magistrate/Oath Commissioner.

Attestation as per instruction slip

UNDER TAKING FOR**LOAN MORTGAGE OF PLOT IN DEFENCE HOUSING AUTHORITY CITY KARACHI**

1. I/We _____ s/o/d/o/w/o _____
 Muslim, adult and resident of _____
 do hereby solemnly affirm and undertake as under: -

2. That we/I am the Allottee/Transferee of the Plot file no. _____ (Plot no _____, Sector no _____/Sub Sector no _____) measuring _____ Sq Yds, or thereabout, situated in Defence Officer's Housing Authority, (DHA City) Karachi, and the same is still subsisting.
3. That we/I have not execute or Register Lease of the plot in question.
4. That we/I have not been issued No Objection Certificate for Mortgage or sale or plot.
5. That we/I have not drawn any loan against the plot or Mortgaged.

DEPONENT**Attestation as per instruction slip**

SPECIMEN

NO LOAN AFFIDAVIT

1. I/we _____, adult, resident of _____
_____, in possession of my full faculties and sense and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under: -
2. That I am the allottee of plot file no. _____ (Plot no ___Sector No _____ Sub Sector no _____) measuring _____ sq yds situated at DHA City, Pakistan Defence Officers Housing Authority, Karachi vide original Information Letter No. _____ dated _____ and that the plot is free from all claims, liens, charges and encumbrances whatsoever.
3. That I have not stood surety or guarantor of any person against any loan from any Bank or Organization in any form or manner in respect of said plot.
4. That I have not drawn any loan against the plot from any Bank or Cooperative Society nor does any liability exist against it.
5. That this affidavit is being made under Section No 5 (I) of the West Pakistan (Repayment of Loan) Amendment Ordinance 1966.
6. That whatever is stated above is correct to the best of my knowledge and belief.

DEPONENT

Attestation as per instruction slip

SPECIMEN

INDEMNITY BOARD BY THE DONOR/TRANSFERER

1. I/we _____ S/O _____, adult, resident of _____, do hereby undertake to indemnify as under: -
2. That I have sold my plot file no. _____ (**Plot no** _____ **Sector No** _____ **Sub Sector no** _____) measuring _____sq yds situated at DHA City, Pakistan Defence Officers Housing Authority, Karachi to Mr _____ S/O _____, Muslim, adult, holding CNIC No _____, presently residing at _____, with my own and free consent.
3. That I have agreed and signed the **Dead** mutually, peacefully and this deal/transaction is between my-self and the **Donee** and DHA has nothing to do with it.
4. That this **dead** is mutually finalized between the **Donor and the Donee** and DHA has nothing to do with it nor in future I will claim and help/assistance from them.
5. That all disputes of **Donor / Donee** will be sorted out mutually and DHA will not be included legally in case there is any litigation.
6. That the documents produced for **Hiba** of the plot to the concerned authorities are correct up to date and not fake.
7. **Hiba** finalized in front of two witnesses and DHA will not be blamed for this transaction by me.

DEPONENT

Attestation as per instruction slip

SPECIMEN

INDEMNITY BOARD BY THE DONEE

1. I/we _____ S/O _____, adult, resident of _____, do hereby undertake to indemnify as under: -
2. That I have purchased the plot **file** no. _____ (**Plot No** _____ **Sector No** _____ **Sub Sector No** _____) Measuring _____ sq yds situated at DHA City, Pakistan Defence Officers Housing Authority, Karachi from Mr _____ s/o _____, Muslim, adult, holding CNIC No _____, resident of _____ with my own and free consent.
3. That I have agreed and signed the **Deed** mutually, peacefully and this deal/transaction is between me and the **Donor** and DHA has nothing to do with it.
4. That this deal is mutually finalized between the **Donee** and the **Donor** and DHA has nothing to do with it nor in future I will claim any help/assistance from them.
5. That all disputes of **Donor/Donee** will be sorted out mutually and DHA will not be included legally in case there is any litigation.
6. That the documents produced for the **Hiba** of the plot to the concerned authorities are correct upto date not fake.
7. **Hiba** dealings are finalized in front of two witnesses and DHA will not be blamed for this transaction by me.

DEPONENT

Attestation as per instruction slip

SPECIMEN

AFFIDAVIT BY THE TRANSFEREE

1. I/We _____ S/O/D/O/W/O
_____ Muslim, adult and resident of
_____ do hereby solemnly
affirm and declare that: -
2. That I am the transferee of plot **file** no. _____ (**Plot No** _____ **Sector No** _____
Sub Sector No _____) Measuring _____ sq yds situated at DHA City,
Pakistan Defence Officers Housing Authority Karachi vide _____ dated
_____.
3. That I am aware of the outstanding instalments against the plot and shall pay all
instalments on due date and any increase in charges as proposed/administrated by
DHA from time to time will be accepted.
4. That I acknowledge that 25% of the cost of the plot has been paid at the time of
transfer and I shall pay the remaining 75% dues as per the Fresh Payment
Schedule issued by DHA City.
5. That my DHA City membership number is _____.

DEPONENT

Attestation as per instruction slip