

DHA CITY
PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI
TRANSFER OF PLOT
(Instructions Slip)

1. To apply for transfer of plot following documents are required to be submitted: -
 - a. Two covering letters i.e from Seller and Buyer (*specimen attached – effective wef 01 Jan 2014) requesting for transfer of a plot (with additional three signatures) for sign before in the presence of officer of Defence Housing Authority.
 - b. Affidavit on Rs. 20/- Stamp Paper (Specimen Attached) duly attested.
 - c. Original Information Letter/Transfer Order and Intimation Letter/ Title documents.
 - d. Photocopies of Computerized National Identity Cards of both parties ie Seller & Buyer.
 - e. Undertaking for LOAN MORTGAGE of plot in Defence Housing Authority.
 - f. Affidavit regarding NO LOAN by the Seller (Specimen Attached).
 - g. INDEMNITY BOND by the Seller (specimen attached).
 - h. INDEMNITY BOND by the Buyer (specimen attached).
 - i. Affidavit by the Buyer for payments of outstanding installment / dues (Specimen Attached)
 - j. In case only Information Letter has been issued, transfer of plot can be undertaken through an application for Issuance of allotment order and Cancellation in name of new owners (Specimen attached).
 - k. In case of Transfer of plot in the name of more than one owner, a consent letter from all the co-sharers is required to be attached, indicating/mentioning the name and address of the co-sharer on which the correspondence is to be made (Specimen attached).
 - l. GHQ NOC, in case of transfer by Armed Forces allottee officer (serving/retired), allotted by GHQ.
 - m. Attach attested copies of deposit slips of payments, made towards the DHA (Fin Dte DCK).
 - n. DHA NOC, in case of service benefit plot allotted to DHA Staff.
2. Ensure 25% of remaining balance of plot has been paid. (Policy is held over upto June 2014).
3. Attach CVT paid proforma for all size of commercial plots and 300 sq yds or above Residential plots.
4. Attach CGT paid proforma for all sizes of plot if transaction of plot is made within two years.
5. After 'Sign Before' on the transfer documents, the designated officer will return the documents to the transferor.
6. Once you (transferor) and the buyer (transferee) have completed their transaction for whatever consideration, then the papers may be handed over to the buyer (Transferee) by the seller.
7. The Transferee to pay the transfer fee in the Account Branch. The Account Branch Counter will make necessary endorsement on the covering letter.
8. While making transfer fee and other dues of plot the (transferee) deposit the complete transfer case in person to Fin Dte DCK upto 1500 hours for issuance of A/C statement duly endorsed by the Fin Dte DCK.
9. The Fin Dte DCK will return the Tfr case alongwith A/C statement after 24 hours to the transferee.

10. The receiving clerk at the time of collection of Tfr documents at the Reception (Veranda) will ensure the following:-
 - a. That A/C statement is att. with the Tfr case duly endorsed by the Fin Dte DCK.
 - b. That all observations have been cleared and initiated by the Tfr officer.
 - c. That following payments / dues charges have been cleared received by the Fin Dte DCK:-
 - d. Late submission of Tfr case charges (if any)
 - e. Payment of installments (if become due).
 - f. Attachment of fresh A/C statement duly endorsed by Fin Dte DCK in case showing above (two transactions).
11. The buyer (transferee) to deposit the Transfer Documents at the Reception (veranda) within 21 working days after sign before and obtain a receipt. The receipt will indicate the date of collection.

Notes:

- a. All fees are subject to change without notice.
- b. Before making out a Pay Order/Bank Draft please find out the outstanding dues and current rate of Fee from Accounts Branch Counter.
- c. In case you desire your case to be processed on urgent basis, on payment of requisite emergent fee, please contact the **A/Director DCK** for necessary endorsement before paying the fees/submitting the documents at the counter.
- d. Ensure updation of Change of address and change of name before transfer of plot.
- e. Ensure presence of both seller & buyer at the time of sign before at DHA City Karachi.

12. Attestation of Affidavits

- Affidavit executed within Karachi (Pakistan) be got attested by Oath Commissioner/Notary Public/ Nazim concerned.
 - Affidavit executed outside Karachi (within Pakistan) be got attested by 1st class Magistrate/Nazim concerned.
 - Affidavits executed outside Pakistan be got attested from authorized officer of Pak Embassy abroad or the Consulate General.
13. The Buyer may check whether the property is clear or not for transfer by paying Rs. 1000/- in cash at account counter. Information will be given the next day.
 14. For Transfer through court, the Transfer papers to be prepared after getting briefing from Administrative Officer.

Estate Agent_____

Name _____

Phone No_____

SPECIMEN
(Seller)

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

Subject: TRANSFER OF NAME IN RESPECT OF PLOT FILE NO. _____ SECTOR NO _____
SUB SECTOR NO _____ MEASURING _____ SQ YDS VIDE DHA
CITY/____/____/____ DATED _____ , SITUATED IN DHA CITY DEFENCE OFFICERS
HOUSING AUTHORITY, KARACHI PAKISTAN

Dear Sir,

It is submitted that I have transferred the above said plot to _____
S/o _____ CNIC No _____ Muslim
adult, R/o _____ as per Transfer Affidavit No.
dated _____.

It is requested that necessary Transfer of above said plot be effected in your records and in future all
correspondence be done directly with the buyer.

Thanking you,

Yours faithfully,

Signature of Seller (At The Time of Sign Before)

1. _____

2. _____

3. _____

Thumb Impression of Seller

- Identification of buyer, as of the seller, will also take place.

Estate Agent _____

Name _____

Phone No _____

SPECIMEN
(Buyer)

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

Subject: TRANSFER OF NAME IN RESPECT OF PLOT FILE NO. _____ SECTOR NO _____
SUB SECTOR NO _____ MEASURING _____ SQ YDS VIDE DHA
CITY/___/___/___ DATED _____, SITUATED IN DHA CITY DEFENCE OFFICERS
HOUSING AUTHORITY, KARACHI PAKISTAN

Dear Sir,

It is submitted that I have purchased the above said plot from _____
S/o _____ CNIC No _____ Muslim
adult, R/o _____ as per Transfer Affidavit No.
_____ dated _____.

It is requested that necessary Transfer of above said plot be effected in your records and in future
all correspondence be done directly with me.

Thanking you,

Yours faithfully,

Signature of Purchaser (At The Time of Sign Before)

1. _____

2. _____

3. _____

Thumb Impression of Buyer

- Identification of seller, as of the buyer, will also take place.

SPECIMEN

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI TRANSFER AFFIDAVIT (DHA CITY)

NOTE: - TO BE TYPED ON RS. 20/- NON JUDICIAL STAMP PAPER

I/We _____ s/o/d/o/w/o _____,
Muslim Adult, R/o: _____ in possession of
my full faculties and senses of my free will and without any coercion or duress do hereby solemnly affirm and
state on oath and declare as under:-

1. That we/I am duly registered in Category _____ with the Pakistan Defence Officers Housing Authority
(DHA City), Karachi vide Registration No. DHAC _____ and we/I was allotted/transferred a
plot of land bearing No. _____ measuring _____ sq yds vide DHACity/ _____ dated
_____ or thereabout situated in the said Housing Authority *(and subsequently the said plot was divided as
_____ Street _____ Phase _____ each measuring _____ sq yds
respectively).

2. That by virtue of Regulation **No.9** made by the Executive Board of the Defence Housing Authority (DHA
City), we/I hereby return original Information Letter/Title Document No _____ dated _____ for
cancellation and relinquish the above said Allotment /Transfer of plot in my/our name in favour of Mr /Miss /Mrs
_____ s/o,d/o,w/o _____ Muslim, Adult, R/O
_____ who is also registered in Category _____ with the Authority
vide Registration No. _____.

3. That having relinquished the plot to the above said Authority for transfer to _____, the plot
be handed over to _____ conferring exclusive lease holds right and possession of the plot upon the
above said transferee.

4. That we/I solemnly affirm and declare that the name of _____ be entered in the records of the
Pakistan Defence Officers Housing Authority, (DHA City), Karachi as the transferee the aforesaid property.

5. That we/I solemnly affirm and declare that we/I have now no right, title or interest in the said property and
Mr/Miss/Mrs _____ is the exclusive owner of the same since
_____.

6. That we/I understand that having transferred my said plot, I cannot claim another or a second allotment of
Residential / Commercial Plot in the said property.

7. That we/I hereby certify that the said plot is an open and no construction has been carried out thereon.
Sub 'A' / 'C' Lease has not been registered, if registered it has already been surrendered.

8. That whatever is stated above is true and correct to best of my/our knowledge and belief.

(** This para is to be added in
case of divided plot only)

DEPONENT

SPECIMEN

UNDER TAKING FOR

LOAN MORTGAGE OF PLOT IN DEFENCE HOUSING AUTHORITY

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

1. That we/I am the Allottee/Transferee of the Plot No. _____ Street No: _____ Phase: _____ Measuring _____ Sq Yds, thereabout, situated in Defence Officer's Housing Authority, (DHA City), Karachi, and the same is still subsisting.
2. That we/I have not executed or Registered sub 'A' Lease/'C' Lease of the plot in question.
3. That we/I have not been issued No Objection Certificate for Mortgage or sale or plot.
4. That we/I have not drawn any loan against the plot or Mortgaged.

DEPONENT

SPECIMEN

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

Subject: **ISSUANCE /CANCELLATION OF ALLOTMENT ORDER**

Dear Sir,

We/I am the Allottee of a plot of land bearing No. _____ measuring _____ Square Yards situated at DHA City, Defence Officers Housing Authority (DHA City), Karachi, vide DHA City/____/____dated _____ but formal Allotment Order in this respect has not yet been issued.

That We/I have cleared all the outstanding dues 25% payment of the plot and have signed the transfer documents of said plot in favour of Mr/Mrs/Miss _____.

It is requested that formal Allotment Order / Intimation Letter may be issued in my favour and cancel it in favour of _____ and get it enclosed alongwith the transfer documents for further process please.

Thanking you,

Yours faithfully,

Name : _____

Address: _____

Membership No. _____

SPECIMEN

To: The Administrator
Defence Housing Authority, (DAH City)
Karachi.

Subject: **Consent Letter – Despatch of Documents to Joint Property Holders**

Dear Sir,

We have applied for _____ of Plot No. _____ measuring _____ sq yds jointly in
(Specify Subject)

our names. The _____ may not be despatched: -
(Specify document)

a. We hereby jointly and severally request that the same may be delivered to Mr/Miss/Mrs
_____ (Co-Sharer).

b. The _____ may be despatched to
Mr/Miss/Mrs _____
(Specify documents)

(Co-Sharer) at the following address held on record of the said member:-

Thanking you,

Yours faithfully,

1. _____
(Mr _____)

2. _____
(Mr _____)

3. _____
(Mr _____)

Note: Please fill in, only the relevant portion, and score out others.

SPECIMEN

NO LOAN AFFIDAVIT

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: -

1. That I am the allottee of plot No. _____ measuring _____ sq yds situated at DHA City, Pakistan Defence Officers Housing Authority, (DHA City), Karachi vide original Information Letter No. _____ dated _____ and that the plot is free from all claims, liens, charges and encumbrances whatsoever.
2. 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.
3. That I have not drawn any loan against the plot from any Bank or Cooperative Society nor does any liability exist against it.
4. That this affidavit is being made under Section No 5 (I) of the West Pakistan (Repayment of Loan) Amendment Ordinance 1966.
5. That whatever is stated above is correct to the best of my knowledge and belief.

DEPONENT

INDEMNITY BOARD BY THE SELLER

I/we _____ S/O _____, adult, resident of

_____,
do hereby undertake to indemnify as under: -

1. That I have sold my plot No. _____ measuring _____ sq yds situated at DHA City, Pakistan Defence Officers Housing Authority, (DHA City), Karachi to Mr _____ s/o _____, Muslim, adult, holding CNIC No _____, presently residing at _____, with my own and free consent.
2. That I have agreed and signed the Sale Agreement mutually, peacefully and this deal/transaction is between my-self and the Buyer and DHA has nothing to do with it.
3. That this deal is mutually finalized between the Buyer and the Seller and DHA has nothing to do with it nor in future I will claim and help/assistance from them.
4. That all disputes of Seller/Buyer will be sorted out mutually and DHA will not be included legally in case there is any litigation.
5. That the documents produced for the Transfer of the plot to the concerned authorities are correct up to date and not fake.
6. Sale dealings are finalized in front of two witnesses and DHA will not be blamed for this transaction by me.

DEPONENT

SPECIMEN

INDEMNITY BOARD BY THE TRANSFEREE

I/we _____ S/O _____, adult, resident of

_____,
do hereby undertake to indemnify as under: -

1. That I have purchased the plot No. _____ Measuring _____ sq yds situated at DHA City, Pakistan Defence Officers Housing Authority (DHA City), Karachi from Mr _____ s/o _____, Muslim, adult, holding CNIC No _____, resident of _____ with my own and free consent.
2. That I have agreed and signed the Sale Agreement mutually, peacefully and this deal/transaction is between me and the Seller and DHA has nothing to do with it.
3. That this deal is mutually finalized between the Buyer and the Seller and DHA has nothing to do with it nor in future I will claim any help/assistance from them.
4. That all disputes of Seller/Buyer will be sorted out mutually and DHA will not be included legally in case there is any litigation.
5. That the documents produced for the Transfer of the plot to the concerned authorities are correct upto date not fake.
6. Sale dealings are finalized in front of two witnesses and DHA will not be blamed for this transaction by me.

DEPONENT

SPECIMEN

AFFIDAVIT BY THE TRANSFEREE

I/We _____ s/o/d/o/w/o _____ Muslim,
adult and resident of _____ do
hereby solemnly affirm and declare that: -

1. That I am the transferee of plot No. _____ Measuring _____ sq yds situated at DHA City, Pakistan Defence Officers Housing Authority (DHA City), Karachi vide _____ dated _____.
2. 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.
3. 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.
4. That my DHA City membership number is _____.

DEPONENT