

DHA KARACHI - SIGN BEFORE
INSTRUCTION

1. To apply for sign before of plot following documents are required to be submitted: -
 - a. Covering letter from Seller (specimen attached) requesting for **sign before** of a plot (with blank additional three signatures) for **sign before**, in the presence of officer of DHA.
 - b. Affidavit **on Rs. 100/-** Stamp Paper (Specimen Attached) duly attested.
 - c. Original Allotment Order/Transfer Order/Division Order/Title document/Adjustment letter.
 - d. In case of loss of any title documents, Allottee/owner must apply for CTC.
 - e. Photocopy of CNIC of both parties ie seller & buyer (Front & back side on front side).
 - f. In case, only Intimation Letter has been issued, transfer of plot can be undertaken through an application for Issuance of Allotment Order and Cancellation of plot.
 - g. Consent letter is required from co-sharer(s). With complete mailing address & cell no.
 - h. GHQ NOC, in case of sign before by Army allottee officer.
 - i. Seller / Buyer valid membership card or copy of receipt.
 - j. *Almt of plot to civ emps of DHAs, clearance would be obtained through respective corps Int Bn by corps HQ/DHAs before forward the case to W&R Dte (DHAs cell).
 - k. 1x passport size fresh photograph of purchaser duly attested.
 - l. NOC is required from Corporate Sector/ Company/Trust property on its title head paper.
2. Original CNIC is to be produced.
3. After 'Sign Before' in the presence of the designated officer (DHA), transfer documents will be returned the seller.
4. The new transferee to pay the transfer fee in the Account Branch. The Account Branch Counter will make necessary endorsement on the covering letter.

Notes:

1. All fees are subject to change without notice.
2. For urgent sign before, AD (T&R) may be contacted prior to disposing of fee in Finance Department.
3. For urgent processing of transfer letter with 7 working days contact AD(T&R) for approval.
4. **NORMAL Sign Before will be conducted after two days of depositing the tfr papers.**
5. **URGENT Sign Before will be conducted on the next day with depositing emergent fee as per procedure.**
6. **Attestation of Affidavits**
 - a. Affidavit executed within Karachi be attested by Oath Commissioner/Notary Public/ Nazim concerned.
 - b. Affidavit executed outside Karachi be attested by 1st class Magistrate/Nazim concerned.
 - c. Affidavits executed abroad be attested from Pak Embassy.
7. For **sign before** through court, the sign before papers to be prepared after getting briefing from Principal Administrative Officer (T&R).

SPECIMEN

(Seller)

ESTATE AGENT _____

NAME _____

PHONE NO. _____

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

Subject: SIGN BEFORE/TRANSFER OF NAME IN RESPECT OF PLOT NO. _____
OR THERE ABOUT, SITUATED IN PAKISTAN
DEFENCE OFFICERS HOUSING AUTHORITY, KARACHI.

FILE NO. _____

Dear Sir,

It is submitted that I have transferred the above said plot in favour of _____
_____ S/O _____ 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 him at the above given address.

Yours faithfully,

Signatures of Seller (at the time of sign before)

(Name & Address)

1. _____

2. _____

3. _____

Thumb Impression of Seller

DHA – KARACHI SIGN BEFORE /TRANSFER AFFIDAVIT
(SPECIMEN)

NOTE: TO BE TYPED ON Rs. 100/- NON JUDICIAL STAMP PAPER.

I/We _____ s/o/d/o/w/o _____,
CNIC No. _____ 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 an oath and declare
as under:-

1. That we/I am duly registered in Category _____ with the Pakistan Defence Officers Housing Authority,
Karachi vide Registration No. DHA _____ and we/I was allotted/transferred a plot of land
bearing No. _____ Street No. _____ Phase _____ measuring
_____ sq yds 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, we/I
hereby return original Allotment Order/Transfer Order 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
_____ CNIC No. _____ 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
Military Estates Offices and of the Pakistan Officers Defence Housing Authority, 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.

9. That I/We understand the transfer can be stopped /with held at any stage by DHA in case of any
Observation revealed during the scrutiny/ transfer process till issuance of Transfer Order to next person.

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

DEPONENT

SPECIMEN

UNDER TAKING FOR

LOAN MORTGAGE OF PLOT IN DHA KARACHI

I/We _____ s/o/d/o/w/o _____ CNIC No.
_____ 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, 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.
5. If NOC is not used, with then NOC deposited by me/us at DHA Karachi,

DEPONENT

SPECIMEN

To: The Administrator
Defence Housing Authority,
Karachi.

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

Dear Sir,

We have applied for _____ of Plot No. _____ jointly in
(Specify Subject)
our names. The _____ may not be despatched: -
(Specify document)

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

b. The _____ may be despatched to Mr/Miss/Mrs _____

(Specify documents)

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

Thanking you,

Yours faithfully,

1. -----
* (Mr /Mrs/Miss)

2. -----
* (Mr/Mrs/Miss)

3. -----
* (Mr/Mrs/Miss)

Note: * Sign & Complete adders with Contact no

SPECIMEN

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

Subject: **ISSUANCE OF ALLOTMENT ORDER**

Dear Sir,

We/I am the Allottee of a plot of land bearing No. _____ Phase _____
measuring _____ Square Yards, but formal Allotment Order in this respect has not yet been issued.

That We/I have cleared all the outstanding dues of the plot in question and have signed the transfer documents of said plot in favour of _____
_____.

It is requested that formal Allotment Order 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. _____