

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 with additional three signatures for signing in the presence of DHA Designated Officer (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/Transfer Order/Division Order/Adjustment Letter etc to be returned for cancellation.
 - f. In case of loss of any title documents, Allottee/owner must apply for CTC of the said, according to CTC procedure (Instruction slip & Specimen uploaded on DHA Karachi website) and attach CTC with transfer documents.
 - g. Undertaking for Loan Mortgage of Plot by Donor.
 - h. 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. GHQ NOC, in case of transfer by Armed Forces allottee officer.
 - i. GHQ NOC, in case of transfer by Armed Forces allottee officer.
 - j. Photocopies of valid DHA M/ship card or copy of Receipt of both Donor and Donee.
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 (1st Floor). The Account Branch will make necessary endorsement on the covering letter.
5. The donee (Transferee) to deposit the Transfer Documents at the Reception (veranda) and obtain a 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.
2. Sign Before will be executed on next working day after submission of transfer documents at DHA (T&R) counter, subject to clearance through scrutiny.
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 for necessary endorsement before paying the fees/submitting the documents at the counter reception.
4. **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 authorised officer of Pak Embassy abroad / Consulate General

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

Subject: MUTATION/TRANSFER OF NAME (BY HIBA ZABANI BILA EWAZ) IN
RESPECT OF PLOT NO. _____
MEASURING _____ SQ YDS OR THEREABOUT SITUATED IN
PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY, 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 signature of Donor

1. _____

2. _____

3. _____

Thumb impression of Donor

SPECIMEN AFFIDAVIT**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**
(HIBA ZABANI BILA EWAZ FOR MAJORS)

I/We _____ s/o/d/o/w/o
 _____ CNIC No. _____ Muslim adult,
 resident _____ in possession of my free
 will and without any coercion or duress, do hereby solemnly affirm and declare as under: -

1. That we/I am duly registered in Category “ _____ “with the Pakistan Defence Officers Housing Authority, Karachi vide registration No. _____ and we/I was allotted /transferred a plot of Land bearing No. _____ in the said Authority, measuring _____ Sq Yds.

2. That on account of natural love and affection which we/I bear to my Wife/Son/Daughter/ Mrs/Mr/Miss _____ CNIC No. _____ 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.

3. That by virtue of Regulation No.9 made by the Executive Board of the Authority we/I hereby return Original Allotment Order/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 _____ s/o,d/o,w/o _____ Muslim, adult R/O _____ who is also registered in Category _____ with the Authority vide Registration No. DHA/ _____.

4. 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.

5. 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.

6. 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, Karachi, as the owner of the said property.

7. 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 _____.

8. 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.

9. That whatever is stated above is true.

Karachi,
(_____)
Dated _____

WITNESS:

- 1. _____
- 2. _____

I/We _____
 Wife/Son/Daughter _____ of
 _____ do
 solemnly affirm that my _____ by means of HIBA ZABANI BILA
 EWAZ gifted away the property No. _____
 Pakistan Defence Officers Housing Authority, 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**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**
(HIBA ZABANI BILA EWAZ FOR MINORS)

I/We _____ s/o d/o w/o CNIC No.

_____ 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:-

1. That we/I am duly registered in Category “ _____ ” with the Pakistan Defence Officers Housing Authority, Karachi, vide registration No. _____ and we/I was allotted/transferred a plot of land bearing No. _____ measuring _____ in the said Authority.

2. 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.

3. 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.

4. 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.

5. 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, Karachi, as owner/co-owner to the extent of his/her share in the said plot.

6. 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 _____

7. 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. _____

I Mr. _____ 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**

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, or thereabout, situated in Defence Officer's Housing Authority, Karachi, and the same is still subsisting.
2. That we/I have not Executed or Registered 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