

**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**

**LEGAL HEIRS : TRANSFER)**  
**(INSTRUCTION SLIP)**

**TRANSFER OF PLOT WILL BE CARRIED OUT IN ACCORDANCE WITH THE ISLAMIC  
LAW OF INHERITANCE FOR MUSLIM MEMBERS AND RESPECTIVE LAW OF  
INHERITANCE FOR OTHER RELIGIONS.**

1. To apply for transfer to Legal Heirs following documents are required to be submitted: -
  - a. The Legal Heirs apply for the transfer by giving an application and Affidavit (Specimen attached) on Rs.100/- Stamp Paper.
  - b. Copy of Death Certificate of deceased duly attested.
  - c. Original title document. **In case the title document is not available due to loss etc the procedure of issue of CTC will be adopted.**
  - d. Fingerprints and three specimen signatures of each Legal Heir on plain papers separately (For Female, right hand and For Male, left hand)
  - e. Two latest photographs of each Legal Heir duly attested.
  - f. 1 x attested photocopy of valid CNIC of each Legal Heir. (For minors, attach Form “B” of NADRA).
  - g. 1 x attested photocopy of CNIC/NIC of deceased.
  - h. Pay Order/Bank Draft of Rs. 5000/- as Processing fee.
  - i. Heirship Certificate duly attested by Justice of Peace/Nazim concerned/1<sup>st</sup> class Magistrate.
  - j. In case of more than one Legal Heirs, a consent letter from all the co-sharers be attached, indicating/mentioning the address on which the correspondence is to be made.
  - k. **GHQ NOC in case of almt of Armed Forces offr (Serving/Retired) KPT NOC for KPT plots and DHA staff benefit plot.**
  - l. In case of **single heir, Female only or Minors only as legal heirs**, the following will also be submitted: -
    - i) Press publication as per specimen.
    - ii) Affidavits from two reliable witnesses (deceased’s relatives) as per specimen.
    - iii) Witnesses nominated by the legal heirs (in case of single legal heir) will appear before DHA designated officer and will sign affidavit under camera. Affidavit will be attested by the gazetted officer with his CNIC number.
  - m. Letter of Administration from the Court, in case of dispute.
2. **Submission of Documents.** The completed documents may be submitted to DHA By Post or By Hand through any one of the heirs (for heirs outside Karachi ONLY). For heirs residing in Karachi, documents be submitted PERSONALLY by any one of the heirs.
3. Once the legal heir documents have been accepted by the DHA Designated officer, please go over to the Accounts Branch (Cash Counter). The accounts branch will make necessary endorsement on the covering letter and then Transfer Documents be deposited at the Reception Counter. A Computerised Receipt will be issued by the Reception Counter.
4. **Ensure inclusion of deceased’s parents in legal heirs if alive otherwise their death certificates may be provided alongwith transfer documents.**

**Notes:**

1. After the requirements given above are met, Defence Housing Authority would scrutinise the papers and hand over /post, draft Press Publication to the Legal heir for necessary publication in newspapers published from Karachi and the city/province of the deceased’s residence.
2. In case of any query/clarification, the senior legal heir or any one of the legal heir may be called for for his personal appearance before DHA designated officer for Interview/briefing as per DHA procedure interview in DHA.
3. Legal heirs will obtain Cat ‘C’ membership if already not held with Authority.
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 1<sup>st</sup> class Magistrate/Nazim concerned.
  - Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad or the Consulate General.

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

Subject: **TRANSFER OF PLOT IN THE NAMES OF LEGAL HEIRS**

Dear Sir,

It is submitted that we/I am the legal heir (together with Son/Daughter/Father /Mother namely \_\_\_\_\_ of Late Mr/Mrs \_\_\_\_\_ in respect of his/her Plot No. \_\_\_\_\_ Sq Yds or thereabout situated in Pakistan Defence Officers Housing Authority, Karachi.

That Mr/Mrs/Mst \_\_\_\_\_ died on \_\_\_\_\_ a death certificate is enclosed herewith.

I/we therefore request you to please transfer the above said plot in our names.

Thanking you,

Yours faithfully,

<u>S.No</u>	<u>Name of Legal heirs</u>	<u>CNIC No.</u>	<u>Signature</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**SPECIMEN AFFIDAVIT**

**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**

**(LEGAL HEIRS)**

I/We \_\_\_\_\_ Widow/Father/Mother/Sons/ Daughters etc, of  
Late \_\_\_\_\_ R/O \_\_\_\_\_

do hereby state on solemn affirmation as under: -

That late \_\_\_\_\_ was a bonafide member of the Pakistan Defence Officers Housing Authority, Karachi vide Membership No. DHA/ \_\_\_\_\_ and was Allotted/Transferred a plot No. \_\_\_\_\_, Street/Lane \_\_\_\_\_, Measuring \_\_\_\_\_ Sq Yds. He/She being a SUNNI/SHIA Muslim died on \_\_\_\_\_, a Death Certificate is enclosed. He/She left behind the following legal heirs under SUNNI/SHIA Muslim Law: -

	Name of legal heirs	CNIC No	Relation with deceased	Age	Signatures
1.				Yrs	
2.				Yrs	
3.				Yrs	
4.				Yrs	
5.				Yrs	

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

**DEPONENT**

**SPECIMEN**

To: The Administrator  
Defence Housing Authority,  
**Karachi.**

Subject: **Consent Letter – Despatch of Documents to Legal Heirs**

Dear Sir,

I / We have applied for transfer of Property/Plot No. \_\_\_\_\_  
\_\_\_\_\_ in the name of legal heirs of (Late) \_\_\_\_\_  
\_\_\_\_\_. The correspondence/title documents may be despatched as we hereby  
jointly and severally request that the same may be delivered to Mr/Miss/Mrs \_\_\_\_\_  
(Co-Sharer) at the following address held on record of the said member.

Address:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thanking you,

Yours faithfully,

1. \_\_\_\_\_  
(Mr \_\_\_\_\_ )
2. \_\_\_\_\_  
(Mr \_\_\_\_\_ )
3. \_\_\_\_\_  
(Mr \_\_\_\_\_ )

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

**HEIRSHIP CERTIFICATE**

On the basis of evidence before me this is to certify that Mr./Mrs./Miss \_\_\_\_\_ S/W/D/O \_\_\_\_\_ Resident of \_\_\_\_\_ has expired/died on \_\_\_\_\_ as per death certificate and other relevant documents produced before me, leaving behind his / her the following surviving legal heirs: -

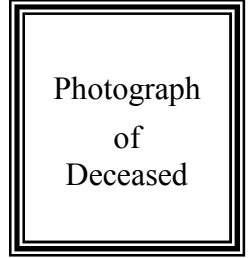
<u>S.NO.</u>	<u>NAME OF HEIR</u>	<u>RELATIONSHIP</u>	<u>AGE</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

As per my knowledge there is no any other surviving legal heir of the deceased except those mentioned herein above. The deceased was not related to me. This is not a Succession Certificate and not valid for Court Purpose.

## **PUBLIC NOTICE**

### **Pakistan Defence Officers Housing Authority Karachi**

It is to inform the general public that Mr/Mrs/Mst \_\_\_\_\_  
S/o/D/o/W/o \_\_\_\_\_ R/o \_\_\_\_\_ having following  
plot / plots in DHA Karachi, has expired on \_\_\_\_\_ :-



- a. \_\_\_\_\_, Phase-VI, Measuring \_\_\_\_\_ Sq Yds (Approx)  
b. \_\_\_\_\_, Phase-V, Measuring \_\_\_\_\_ Sq Yds (Approx)

His following legal heirs have applied for transfer of the above plots in their names:-

<b><u>S/No</u></b>	<b><u>Name of Legal Heirs</u></b>	<b><u>Relationship</u></b>
a.	_____	- _____
b.	_____	- _____
c.	_____	- _____

Any one having any claim / objection should notify Director Transfer & Record DHA Karachi in writing within fifteen days after which no claim / objection shall be entertained by this Authority.

- Note: 1. Strike out whichever is not applicable.  
2. Publication be made in following with photograph of deceased:-

- b. **English Morning Daily,** Dawn, The News  
c. **Urdu Morning Daily,** Jang, Nawa-e-Waqt, Express, Dunya

To be typed on Rs. 100 Stamp paper

## WITNESS AFFIDAVIT (02 Male or 04 Female)

1. I, \_\_\_\_\_ S / D / W / O \_\_\_\_\_  
CNIC No. \_\_\_\_\_ Adult Muslim, Resident of \_\_\_\_\_

\_\_\_\_\_ ,  
in possession of my full faculties, senses and of my free Will and without coercion or duress do hereby solemnly affirm and declare as under: -

2. That I personally know the deceased Mr / Mrs \_\_\_\_\_ S/W/O \_\_\_\_\_ and his / her family, Resident of \_\_\_\_\_ . He/She is my relative and has expired on \_\_\_\_\_ at \_\_\_\_\_ .

3. That as per my knowledge the following are the surviving legal heirs of deceased: -

<u>S.No.</u>	<u>Name of Legal Heirs</u>	<u>Relationship</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

That whatever is stated above is true and correct to the best of my knowledge and belief.

**DEPONENT**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Dated \_\_\_\_\_

## اطلاع گمشدگی

پاکستان ڈیفینس آفیسرز ہائوسنگ اتھارٹی کراچی میں واقع میرے / ہمارے پلاٹ نمبر \_\_\_\_\_ اسٹریٹ

نمبر / لین نمبر / خیابان \_\_\_\_\_ فیئر \_\_\_\_\_ مربع گز

\_\_\_\_\_ کا انٹیمیشن لیٹر الاٹمنٹ آرڈر / ٹرانسفر آرڈر / موٹیشن آرڈر کہیں گم ہو گیا ہے اگر کسی

صاحب کہ یہ دستاویز ملے یا کوئی اعتراض / کلیم ہو تو اس سے گزارش ہے کہ وہ مجھے / ہمیں مندرجہ ذیل پتہ پر ڈائریکٹر

ٹرانسفر اینڈ ریکارڈ پاکستان ڈیفینس آفیسرز ہائوسنگ اتھارٹی، کراچی کو پندرہ ۱۵ یوم کے اندر اطلاع دیں۔ اس دستاویز

کی تصدیق شدہ کاپی کیلیئے میں / ہم نے پاکستان ڈیفینس آفیسرز ہائوسنگ اتھارٹی، کراچی سے بھی رجوع کیا ہے بعد از

میعاد کوئی عذر / اعتراض قبول نہیں کیا جائے گا۔

مسمی / مسمات \_\_\_\_\_

ڈی۔ ایچ۔ اے، ممبر شپ نمبر \_\_\_\_\_

فون نمبر \_\_\_\_\_

نوٹ :- ا۔ جس دستاویز کی ضرورت نہ ہو اسے کاٹ دیا جائے۔

ب۔ اشتہار اردو اخبار روزنامہ جنگ، نوائے وقت، ایکسپریس اور دنیا۔