

# DHA OASIS

## ISSUANCE OF CERTIFIED TRUE COPY

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

Subject: **Issuance of Certified True Copy**

Reference: File No \_\_\_\_\_ of plot measuring \_\_\_\_\_ sq yds (approx).

Dear Sir,

I have lost my Information Letter / Intimation Letter / Transfer Order of Farmhouse No \_\_\_\_\_, Street No \_\_\_\_\_, Sector No \_\_\_\_\_, size \_\_\_\_\_ sq yds (Approx). I therefore request that Certified True Copy of the same may please be issued. In case Original Information Letter / Intimation Letter / Transfer Order is found, the same will be sent to you for cancellation.

Thanking you,

Yours faithfully,

Name: \_\_\_\_\_

Address: \_\_\_\_\_

CNIC No \_\_\_\_\_

Address: \_\_\_\_\_

CNIC No \_\_\_\_\_

\*Delete which ever is not applicable.

Dated: \_\_\_\_\_

### Submitted following:-

- a. Affidavit on Rs 100/- Non Judicial Stamp Paper duly attested (Specimen Attached).
- b. Signatures on application (as per specimen) to be attested by Nazim / CO/ Sta Comd / Fmn Comd / Oath Commissioner (as the case may be).
- c. 1 x photo copy of CNIC duly attested.
- d. Publication in two National daily Newspapers (Urdu & English) of repute / wide circulation in Karachi and the province of residence of the applicant regarding loss of document required (Specimen attached). **\*List of newspapers below.**
- e. Bank Draft / Pay Order for Rs 10000/- (CTC Charges) in favour of DHA Karachi.

### Notes:

1. CTC will not be despatched. Personal appearance before the DHA Designated Officer is mandatory while receiving CTC.
2. In case CTC is required to be **attached** with the case, appearance of owner before DHA designated officer is mandatory at the time of submission of application for CTC.
3. The CTC application should be deposited at the Reception Counter and obtain a receipt. The receipt will indicate the date of collection in case of no dispute / legal notice etc.
4. CTC cases are not processed on urgent basis.
5. Before submission of CTC case, all outstanding dues / up to-date instalments against plot must be cleared.
6. **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.
7. **List of Newspapers. English.** Dawn, The News, The Nation, Frontier Post & Baluchistan Times.  
**Urdu.** Jang and Nawa-e-Waqt

**SPECIMEN AFFIDAVIT****(On Rs 100/- Non Judicial Stamp Paper. Attested by Oath Commissioner)**

1. I, Mr / Miss / Mrs \_\_\_\_\_  
S/O / D/O / W/O \_\_\_\_\_  
Defence Housing Authority membership No \_\_\_\_\_ Muslim adult, resident of \_\_\_\_\_ do hereby solemnly affirm on Oath and declare that I have lost Information Letter / Intimation Letter / Allotment Order / Transfer Order of my Farmhouse Measuring \_\_\_\_\_ Sq Yds.
2. That in case, any claim is made by any body on the lost / misplaced Information Letter / Intimation Letter / Allotment Order / Transfer Order of this Farmhouse, I undertake to indemnify the Defence Housing Authority, for any consequences.
3. That in case the Information Letter / Intimation Letter / Allotment Order / Transfer Order is found later on, it will be deposited with the Defence Housing Authority.
4. That whatever been stated above are true and correct to the best of my knowledge and belief.

**DEPONENT**

## SPECIMEN

**LOST**

Information Letter / Intimation Letter / Allotment Order / Transfer Order of Farmhouse No \_\_\_\_\_ measuring \_\_\_\_\_ sq yds located in Pakistan Defence Officers Housing Authority, Karachi has been lost. Finder or any one having objection / claim may please be contacted me / us and Director Transfer & Record, DHA Karachi within fourteen (14) days of publication. I / We have also approached DHA Karachi for Certified True Copy of this document. On expiry of notice period, no objection / claim will be accepted.

Name \_\_\_\_\_

DHA Membership No \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_

**Note:**

1. Strike out whichever is not applicable.
2. The above contents be translated in urdu for publication in urdu newspapers.
3. Publication be made in following with photograph of deceased:-
  - a. **English Morning Daily**. Dawn, The News, The Nation, Frontier Post and Baluchistan Times.
  - b. **Urdu Morning Daily**. Jang and Nawa-e-Waqt