

DHA- KARACHI
LEGAL HEIRS TRANSFER (CIVILIAN)

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

1. Following documents to be deposited:-

- a. Application and Affidavit of Rs.100/- for Transfer to legal heirs (Specimen attached).
- b. Photocopy of Death Certificate preferably from NADRA and CNIC of deceased.
- c. One readable and valid copy of CNIC and Form 'B' where applicable of all legal heirs.
- d. Original Intimation/Allotment/Adjustment and Transfer Order.
- e. In case of lost of Title documents (para 1 (d)), the procedure of issue of CTC will be carried out by one of the legal heir, through consent letter.
- f. Fingerprints and three specimen signatures of each Legal Heir on plain papers separately (for Female, right hand and for Male, left hand).
- g. One Fresh photograph of each legal heir duly attested.
- h. Pay Order/Bank Draft of Rs. 5000/- in favour of DHA, Karachi as processing fee.
- i. Inclusion of deceased's parents in legal heirs if alive otherwise their death certificates be provided.
- j. Interview of the Legal Heirs will be conduct if required.
- k. In case of more than one Legal Heirs, a consent letter from all the co-sharers be attached, indicating mailing complete address and contact no.
- l. Publication of two National Daily Newspapers i.e. **The News, The Nation, Pakistan Times & Nawa-e-Waqt, Express, Dunya** published (one in Urdu and one in English) from Karachi and the City / Province of the deceased's residence (Specimen attached).
- m. **NOC** in case of Almt of staff (**DHA/KPT**) benefit plot.
- n. In case of **single heir/ Female (s) only/ Minors as legal heirs**, Two Witnesses nominated (close relatives with Original CNIC) by the legal heirs will appear before DHA designated officer and will sign affidavit under camera. **OR** Letter of Administration from the Court. Court Order (Original) be provided in the light of Law of inheritance of Sunni Sect (Including parents if alive and if parents are not alive then Brothers & Sisters of the deceased).
- o. All legal heirs to obtain subsidized membership (Cat 'C') for use of one time only, if membership already NOT held with DHA.
- p. Heirship Certificate duly attested by 1st class Magistrate.
- q. After tfr of property in the name of legal heirs no further transaction be made for a period of three months to safeguard the interest of any other claimant, if any.

2. Procedure for Processing the Documents

- a) Issuance of check list of documents.
- b) Provisional checking of deposited documents for its correctness, Statement of Accounts is obtained from Finance Dte payable / clearance by legal heirs within one year.
- c) Resubmission of documents duly completed in all respect including Transfer processing fee by legal heir (s).
- d) Verification of death certificate from the issuing Authority.
- e) Documents be submitted PERSONALLY, heirs residing outside Karachi may submit documents By Post or By Hand.

3. Upon submission of documents complete in all respect, duly check and accept case will be finalized within 15 days (Approx)

4. NOTE

- a. Affidavit within Karachi be attested by Oath Commissioner/Notary Public.
- b. Affidavit outside Karachi be attested by 1st class Magistrate.
- c. Affidavits executed abroad be attested from Pak Embassy.

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 _____ 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,

S.No	Name	Relation with deceased	CNIC	Signature
1				
2				
3				
4				
5				
6				

To be typed on Rs. 100 Stamp paper
SPECIMEN AFFIDAVIT

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI

(LEGAL HEIRS)

1. I/We _____ Widow/Father/Mother/Sons/
Daughter 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: -

S.No.	Name of legal heirs	Relation with deceased	Age	Signature
1			Yrs	
2			Yrs	
3			Yrs	
4			Yrs	
5			Yrs	
6				

2. That I/We understand the Sign Before (Legal Heirs) 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.
3. That whatever is stated above is true to the best of my / our knowledge and belief.
4. I/We will abide by the rules of DHA.

DEPONENT

Affidavit outside Karachi be attested by 1st class Magistrate

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/Miss/Mrs)
2. _____
(Mr/Miss/Mrs)
3. _____
(Mr/Miss/Mrs)
4. _____
(Mr/Miss/Mrs)

HEIRSHIP CERTIFICATE

On the basis of evidence before me this 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.

Heirship Certificate duly attested by 1st class Magistrate

PUBLIC NOTICE

Pakistan Defence Officers Housing Authority Karachi

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

Photograph
of
Deceased

- 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:-

<u>S/No</u>	<u>Name of Legal Heirs</u>	<u>Relationship</u>
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.
 - a. **English Morning Daily**, Dawn, The News, The Nation, Daily Times, Financial Post, Frontier Post and Baluchistan Times.
 - b. **Urdu Morning Daily**, Jang, Nawa-e-Waqt, Dunya, Express, Amn, Jasarat, Mashriq and Aaj Kal. Daily Dunya

WITNESS AFFIDAVIT

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

in possession of my full faculties, sense 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 _____

DHA- KARACHI
LEGAL HEIRS TRANSFER (CIVILIAN)

Addition

1. Inclusion of deceased's parents in legal heirs if alive otherwise their death certificates be provided.
2. Verification of death certificate from the issuing Authority.
3. Court Order (Original) be provided in the light of Law of Inheritance (Including parents if alive and if parents are not alive then Brothers & Sisters of the deceased) of Sunni Sect in case of single heir / Female (s) only / Minors as legal heirs.

Deletion