

SPECIMEN
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: a. File No. _____
b. Plot No. _____ Street No./Lane/Khayaban _____
Phase _____ Measuring _____ sq. yds.(approx)

Dear Sir,

I have lost my *Allotment Order/*Transfer Order/*Division Order/*Intimation Letter. I therefore request that Certified True Copy of the same may please be issued. In case Original Allotment Order/Transfer Order/Division Order/Intimation Letter is found, the same will be sent to you for cancellation.

Thanking You,

Yours faithfully,

Name: _____

Address: _____

CNIC No. _____

* Delete which ever is not applicable.

Dated: _____

Enclosures to be submitted: -

- a. Affidavit on Rs. 20/- Non Judicial Stamp Paper duly attested (Specimen Attached).
- b. Signatures on application (Specimen as above) 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 CTC Charges fee in favour of DHA Karachi.

Notes:

1. CTC will not be despatched. Personal appearance before the Designated Officer of the Authority is mandatory while receiving CTC.
2. In case of CTC is required to be **attached** with the case, then appearance of owner before the DHA designated officer is mandatory at the time of deposit of application for CTC.
3. The CTC application should be deposited at the Establishment Counter/Reception (veranda) 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. In case of issuance of an authority letter, such authority letter has to be signed by the owner in front of DHA designated officer.
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.

* **List of Newspapers: - English Morning Daily** Dawn, The News, The Nation, Daily Times, Financial Post, Frontier Post & Baluchistan Times. **Urdu Morning Daily** Jang, Nawa-e-Waqt, Express, Jasarat & Mashriq.

SPECIMEN AFFIDAVIT

(On Rs. 20/- 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 Allotment Order/Transfer Order/Division order/Intimation Letter of my Plot No.
_____, Phase _____, Measuring _____ Sq Yds.
2. That in case, any claim is made by any body on the lost/misplaced Allotment Order/Transfer Order/
Division Order/Intimation Letter of this plot, I undertake to indemnify the Defence Housing Authority for any
consequences.
3. That in case the Allotment Order/Transfer Order/Division Order/Intimation Letter 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