

# DHA CITY

## PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI

### TRANSFER OF PLOT

#### (Instructions Slip)

1. To apply for transfer of plot following documents are required to be submitted: -
  - a. Covering letter from Seller (\*Specimen attached) requesting for transfer of a plot (with additional three signatures) for sign before in the presence of officer of Defence Housing Authority.
  - b. Affidavit on Rs. **100/-** Stamp Paper (Specimen Attached) duly attested.
  - c. Original Information Letter/Transfer order/ Intimation Letter/ **Provisional Intimation Letter / Adjustment Letter.**
  - d. **In case of loss of any of the title document, Allottee / Owner must apply for CTC of the said, according to CTC procedure (instruction slip & Specimen uploaded on DCK website) and attach CTC with transfer documents.**
  - e. **In case of issuance and loss of Provisional Intimation Letter attach an affidavit (Specimen attached).**
  - f. Photocopies of Computerized National Identity Cards of both parties i.e. Seller & Buyer.
  - g. Undertaking of LOAN MORTGAGE of plot in Defence Housing Authority
  - h. Affidavit regarding NO LOAN by the Seller (Specimen Attached)
  - i. INDEMNITY BOND by the Seller (specimen attached).
  - j. INDEMNITY BOND by the Buyer (specimen attached).
  - k. Affidavit by the Buyer for payments of outstanding installment / dues (Specimen attached).
  - l. In case **1<sup>st</sup> Transfer, Transfer of** plot can be undertaken through an application for Issuance of **allotment** order and cancellation in name of new owners (Specimen attached).
  - m. In case of Transfer of plot in the name of more than one owner, a consent letter from all the co-sharers is required to be attached, indicating/mentioning the name and address of the co-sharer on which the correspondence is to be made (Specimen attached).
  - n. **GHQ NOC is required** in case of transfer by Armed Forces allottee officers, **JCOs / NCOs (serving / retired), KPT NOC for allotted plot to KPT employees , DHA NOC for altd plot to DHA employees (staff benefit only).**
  - o. **1 x passport size photograph of both parties i.e. Seller & Buyer.**
  - p. Attach attested copies of deposit slips of payments, made towards the DHA (Fin Dte DCK)
2. Ensure 25% of remaining balance of plot has been paid.
3. Attach CVT paid proforma for all sizes of commercial plots and 300 sq yds and above Residential plots.
4. Attach CGT paid proforma for all sizes of plot if transaction of plot is made within **three** years.
5. After '**Sign Before**' the Tfr officer will return the documents to the transferor.
6. **After completion of transaction the seller will hand over the documents to buyer after settlement of complete payment / dues.**
7. The Transferee to pay the transfer fee in the Account Branch. The Account Branch Counter will make necessary endorsement on the covering letter.
8. While depositing transfer fee and other dues of plot the transferee will deposit the complete transfer case in person to Fin Dte DCK up to 1500 hours for issuance of A/C statement duly endorsed by Fin Dte DCK.
9. The Fin DCK will return the Tfr case along with A/C statement after 24 hours to the transferee.
10. The receiving clerk at the time of collection of Tfr documents at the Reception Counter will ensure the following :-

- a. That A/C statement is attached with the Tfr case duly endorsed by the Fin Dte DCK.
  - b. That all observations have been cleared and initialled by the Transfer Officer.
11. The following payments / dues charges have been cleared received by the Fin Dte DCK:-
- a. Late submission of Tfr case charges (if any).
  - b. Payment of installments (if become due).
  - c. Attachment of fresh A/C statement duly endorsed by Fin Dte DCK in case showing above (two transactions).
12. The Buyer (transferee) to deposit the Transfer documents at the reception **(Counter) within 3 months or 90** working days after sign before and obtain a **computerised** receipt. The receipt will indicate the date of collection.

**Notes:**

- a. All fee are subject to change without notice.
- b. Before making out a Pay Order/Bank Draft, please find out the outstanding dues and current rate of Fee from Accounts Branch Counter.
- c. In case you desire your case to be processed on urgent basis, on payment of requisite emergent fee, please contact the **Addl/Director DCK** for necessary endorsement before paying the fee / submitting the documents at the counter.
- d. Ensure updation of change of address and change of name before transfer of plot.
- e. Ensure presence of seller at the time of sign before at DHA City Karachi.
- f. Sign before will be executed on next working day after submission of Transfer documents at DCK counter subject to clearance through scrutiny.
- g. Transfer will be executed on the same day after paying the requisite urgent Transfer fee.

**13. Attestation of Affidavits.**

- Affidavit executed within Karachi (Pakistan) be got attested from Oath Commissioner/Notary Public/ Nazim concerned.
  - Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad or the Consulate General.
14. The Buyer may check whether the property is clear or not, for transfer, by paying **requisite fee** in accounts branch counter. Information will be given **within required period**.
15. For Transfer through court, the Transfer papers to be prepared after getting briefing from Administrative Officer.

Estate Agent \_\_\_\_\_

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

**SPECIMEN**

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

Subject: **TRANSFER OF NAME IN RESPECT OF PLOT FILE NO. \_\_\_\_\_ SECTOR NO \_\_\_\_\_**  
**SUB SECTOR NO \_\_\_\_\_ MEASURING \_\_\_\_\_ SQ YDS VIDE DHA**  
**CITY/\_\_\_/\_\_\_/\_\_\_ DATED \_\_\_\_\_ , SITUATED IN DHA CITY PAKISTAN DEFENCE**  
**OFFICERS HOUSING AUTHORITY, KARACHI.**

Dear Sir,

1. It is submitted that I have transferred the above said plot to \_\_\_\_\_ S/o  
\_\_\_\_\_ CNIC No \_\_\_\_\_ Muslim adult, R/o  
\_\_\_\_\_ as per Transfer Affidavit No.  
\_\_\_\_\_ dated \_\_\_\_\_.

2. It is requested that necessary Transfer of above said plot be effected in your records and in future all correspondence be done directly with the buyer.

Thanking you,

Yours faithfully,

**(Signature of Seller)**  
**M/Ship No. \_\_\_\_\_**

**Specimens of Seller (At the Time of Sign before)**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Thumb impression of  
Seller in front of DHA  
Designated offr**

**Stamp & Signs of Tfr Officer**

Identification of buyer, as of the seller, will also take place.

**SPECIMAN****PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**  
**TRANSFER AFFIDAVIT (DHA CITY)****NOTE: - TO BE TYPED ON RS. 100/- NON JUDICIAL STAMP PAPER**

1. I/We \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_, Muslim Adult, R/o: \_\_\_\_\_ in possession of my full faculties and senses of my free will and without any coercion or duress do hereby solemnly affirm and state on oath and declare as under:-
2. That we/I am duly registered in Category \_\_\_\_\_ with the Pakistan Defence Officers Housing Authority (DHA City), Karachi vide Registration No. (Membership No) \_\_\_\_\_ and we/I was allotted/transferred a plot of land bearing plot file No \_\_\_\_\_ (**Plot No.** \_\_\_\_\_ **Sector No** \_\_\_\_\_ **Sub Sector No** \_\_\_\_\_) measuring \_\_\_\_\_ Sq Yds vide DHA City/\_\_\_\_\_ dated \_\_\_\_\_ or thereabout situated in the said Housing Authority as Plot No \_\_\_\_\_ Sector No \_\_\_\_\_ Sub Sector No \_\_\_\_\_ each measuring \_\_\_\_\_ sq yds respectively).
3. That by virtue of Regulation **No.9** made by the Executive Board of the Defence Housing Authority (DHA City), we/I hereby return original Information Letter/ Intimation Letter/ **Transfer Order or Adjustment letter (write down name of Title document which required )**No \_\_\_\_\_ dated \_\_\_\_\_ for cancellation and relinquish the above said Allotment /Transfer 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. \_\_\_\_\_.
4. That having relinquished the plot to the above said Authority for transfer to \_\_\_\_\_, the plot be handed over to \_\_\_\_\_ conferring exclusive lease holds right and possession of the plot upon the above said transferee.
5. That we/I solemnly affirm and declare that the name of \_\_\_\_\_ be entered in the records of the Pakistan Defence Officers Housing Authority, (DHA City), Karachi as the transferee the aforesaid property.
6. That we/I solemnly affirm and declare that we/I have now no right, title or interest in the said property and Mr / Miss / Mrs / Mst / Mst \_\_\_\_\_ is the exclusive owner of the same since \_\_\_\_\_.
7. That we/I understand that having transferred my said plot, I cannot claim another or a second allotment of Residential / Commercial Plot in the said property.
8. That we/I hereby certify that the said plot is an open and no construction has been carried out thereon. Sub 'A' / 'C' Lease has not been registered, if registered it has already been surrendered.
9. That whatever is stated above is true and correct to best of my/our knowledge and belief.

(\*\* This para is to be added in case of divided plot only)

**DEPONENT****Attestation as per instruction slip**

**SPECIMAN**  
**UNDER TAKING FOR**  
**LOAN MORTGAGE OF PLOT IN DEFENCE HOUSING AUTHORITY**

1. I / We \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_  
 Muslim, adult and resident of \_\_\_\_\_ do  
 hereby solemnly affirm and undertake as under:-

2. That we/I am the Allottee/Transferee of the Plot File No. \_\_\_\_\_ (**Plot no** \_**Sector No** \_\_\_\_\_ **Sub Sector no** \_\_\_\_\_) measuring \_\_\_\_\_ Sq Yds, thereabout, situated in Defence Officer's Housing Authority, (DHA City), Karachi, and the same is still subsisting.

3. That we/I have not executed or Registered sub 'A' Lease/'C' Lease of the plot in question.

4. That we/I have not been issued No Objection Certificate for Mortgage or sale or plot.

5. That we/I have not drawn any loan against the plot or Mortgaged.

**DEPONENT**

**Attestation as per instruction slip**

**SPECIMAN**

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

Subject: **ISSUANCE /CANCELLATION OF ALLOTMENT ORDER**

Dear Sir,

We/I am the **allottee** of a plot of land bearing plot file no. \_\_\_\_\_ (**Plot No \_\_\_\_Sector No \_\_\_\_Sub Sector No \_\_\_\_**) measuring \_\_\_\_\_ Square Yards situated at DHA City, Defence Officers Housing Authority (DHA City), Karachi, vide DHA City/\_\_\_\_/\_\_\_\_dated \_\_\_\_\_ but formal Allotment Order in this respect has not yet been issued.

That We/I have cleared all the outstanding dues 25% payment of the plot and have signed the transfer documents of said plot in favour of Mr/Mrs/Miss \_\_\_\_\_.

It is requested that formal **Allotment Order** may be issued in my favour and cancel it in favour of \_\_\_\_\_ and get it enclosed alongwith the transfer documents for further process please.

Thanking you,

Yours faithfully,

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

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

Membership No. \_\_\_\_\_

**Attestation as per instruction slip**

**SPECIMAN**

To: The Administrator  
Defence Housing Authority, (DAH City)  
**Karachi.**

Subject: **Consent Letter – Despatch of Documents to Joint Property Holders**

Dear Sir,

We have applied for \_\_\_\_\_ of Plot File No. \_\_\_\_\_ (Plot No \_\_\_\_\_  
(Specify Subject)

Sector/Sub Sector No \_\_\_\_\_ measuring \_\_\_\_\_ sq yds jointly in our names. The \_\_\_\_\_  
(Specify document)

may not be despatched: -

a. We hereby jointly and severally request that the same may be delivered to Mr/Miss/Mrs  
\_\_\_\_\_ (Co-Sharer).

b. The \_\_\_\_\_ may be despatched to Mr/Miss/Mrs \_\_\_\_\_  
(Specify documents)

(Co-Sharer) at the following address held on record of the said member:-

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

Thanking you,

Yours faithfully,  
**(Signature of other co-shares)**

1. \_\_\_\_\_  
(Mr )

2. \_\_\_\_\_  
(Mr )

3. \_\_\_\_\_  
(Mr )

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

**Attestation as per instruction slip**

## SPECIMAN

**NO LOAN AFFIDAVIT**

1. I/we \_\_\_\_\_, adult, resident of \_\_\_\_\_, in possession of my full faculties and sense and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under: -
2. That I am the allottee of plot **file** no. \_\_\_\_\_ (**Plot no** \_\_\_ **Sector No** \_\_\_\_\_ **Sub Sector no** \_\_\_\_\_) measuring \_\_\_\_\_ sq yds situated at DHA City, Pakistan Defence Officers Housing Authority, Karachi vide original Information Letter No. \_\_\_\_\_ dated \_\_\_\_\_ and that the plot is free from all claims, liens, charges and encumbrances whatsoever.
3. That I have \_\_\_\_\_ surety or guarantor of any person against any loan from any Bank or Organization in any form or manner in respect of said plot.
4. That I have not drawn any loan against the plot from any Bank or Cooperative Society nor does any liability exist against it.
5. That this affidavit is being made under Section No 5 (I) of the West Pakistan (Repayment of Loan) Amendment Ordinance 1966.
6. That whatever is stated above is correct to the best of my knowledge and belief.

DEPONENT

**Attestation as per instruction slip**



## SPECIMAN

**INDEMNITY BOARD BY THE SELLER**

1. I/we \_\_\_\_\_ S/O \_\_\_\_\_, adult, resident of \_\_\_\_\_, do hereby undertake to indemnify as under: -
2. That I have sold my plot **file** no. \_\_\_\_\_ (**Plot no** \_\_\_\_\_ **Sector No** \_\_\_\_\_ **Sub Sector no** \_\_\_\_\_) measuring \_\_\_\_\_sq yds situated at DHA City, Pakistan Defence Officers Housing Authority, Karachi to Mr \_\_\_\_\_ s/o \_\_\_\_\_, Muslim, adult, holding CNIC No \_\_\_\_\_, presently residing at \_\_\_\_\_, with my own and free consent.
3. That I have agreed and signed the Sale Agreement mutually, peacefully and this deal/transaction is between my-self and the Buyer and DHA has nothing to do with it.
4. That this deal is mutually finalized between the Buyer and the Seller and DHA has nothing to do with it nor in future I will claim and help/assistance from them.
5. That all disputes of Seller/Buyer will be sorted out mutually and DHA will not be included legally in case there is any litigation.
6. That the documents produced for the Transfer of the plot to the concerned authorities are correct up to date and not fake.
7. Sale dealings are finalized in front of two witnesses and DHA will not be blamed for this transaction by me.

DEPONENT

**Attestation as per instruction slip**

## SPECIMAN

**INDEMNITY BOARD BY THE TRANSFEREE**

1. I/we \_\_\_\_\_ S/O \_\_\_\_\_, adult, resident of \_\_\_\_\_, do hereby undertake to indemnify as under: -

1. That I have purchased the plot **file** no. \_\_\_\_\_ (Plot no \_\_\_\_\_ Sector No \_\_\_\_\_ Sub Sector no \_\_\_\_\_) measuring \_\_\_\_\_ sq yds situated at DHA City, Pakistan Defence Officers Housing Authority, Karachi from Mr \_\_\_\_\_ s/o \_\_\_\_\_, Muslim, adult, holding CNIC No \_\_\_\_\_, resident of \_\_\_\_\_ with my own and free consent.
2. That I have agreed and signed the Sale Agreement mutually, peacefully and this deal/transaction is between me and the Seller and DHA has nothing to do with it.
3. That this deal is mutually finalized between the Buyer and the Seller and DHA has nothing to do with it nor in future I will claim any help/assistance from them.
4. That all disputes of Seller/Buyer will be sorted out mutually and DHA will not be included legally in case there is any litigation.
5. That the documents produced for the Transfer of the plot to the concerned authorities are correct upto date and not fake.
6. Sale dealings finalized in front of two witnesses and DHA will not be blamed for this transaction by me.

DEPONENT

**Attestation as per instruction slip**

## SPECIMAN

**AFFIDAVIT BY THE TRANSFEREE**

1. I/We \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_  
Muslim, adult and resident of \_\_\_\_\_  
do hereby solemnly affirm and declare that: -
2. That I am the transferee of plot file no. \_\_\_\_\_ (Plot no. Sector No. \_\_\_\_\_ Sub Sector no. \_\_\_\_\_) measuring \_\_\_\_\_ sq yds situated at DHA City, Pakistan Defence Officers Housing Authority, Karachi vide \_\_\_\_\_ dated \_\_\_\_\_.
3. That I, am aware of the outstanding installments against the plot and shall pay all installments on due date and any increase in charges as proposed/administrated by DHA from time to time will be accepted.
4. That I acknowledge that 25% of the cost of the plot has been paid at the time of transfer and I shall pay the remaining 75% dues as per the Fresh Payment Schedule issued by DHA City.
5. That my DHA City membership number is \_\_\_\_\_.

DEPONENT

**Attestation as per instruction slip**

## SPECIMAN

**LOSS OF PROVISIONAL INTIMATION LETTER**

(ON RS. 100/- NON JUDICIAL STAMP PAPER, ATTESTED BY OATH COMMISSIONER)

1. I, Mr/Miss/Mrs/Mst \_\_\_\_\_  
s/o/d/o/w/o \_\_\_\_\_ Defence Housing Authority (DHA  
City) membership No. \_\_\_\_\_ Muslim adult, resident of  
\_\_\_\_\_ do hereby solemnly affirm on Oath  
and declare that I have lost Provisional Intimation Letter of my Plot **file** No. \_\_\_\_\_ (**Plot no**  
**\_\_\_\_\_ Sector No \_\_\_\_\_ Sub Sector no \_\_\_\_\_**) Measuring \_\_\_\_\_ Sq Yds.
2. That in case, any claim is made by anybody on the lost/misplaced Provisional Intimation  
Letter of this plot, I undertake to indemnify the Defence Housing Authority (DHA City), for any  
consequences.
3. That in case the Provisional Intimation Letter is found later on, it will be deposited with the  
Defence Housing Authority (DHA City)
4. That whatever has been stated above are true and correct to the best of my knowledge and  
belief.

**DEPONENT****Attestation as per instruction slip**