

DHA- KARACHI
LEGAL HEIRS TRANSFER (CIVILIAN)

1. Following documents to be deposited:-

- a. Application and Affidavit of Rs.100/- for Transfer to Legal Heirs signed by all Legal Heirs. (Specimen attached).
- b. CNIC/ NICOP/POC and death certificate (preferably from NADRA) of deceased.
- c. CNIC/NICOP/POC/Form B where applicable of all Legal Heirs.
- d. Original intimation/Allotment/Adjustment/Transfer Order/Division Order (which is applicable).
- e. In case of loss of document(s) mentioned at para 1d, apply for CTC of the same duly signed by all Legal Heirs.
- f. Three specimen signatures of each Legal Heirs on plain paper.
- g. 1x Photograph of all Legal Heirs.
- h. Consent letter in case of more than one Legal Heirs (specimen attached).
- i. Interview of the Legal Heirs will be conducted, where required.
- j. Deceased parents are to be included as Legal Heirs, if dead then death certificate would be required.
- k. NOC permission for transfer of plot to legal heirs from concerned authority (DHA/KPT) in case of service benefit plot.
- l. Heirship Certificate duly attested from 1st class magistrate if membership of deceased is upto date OR letter of Administration from High Court according to the value of property of plot and FRC if the membership of deceased is not updated.
- m. **In case of single heir/ Female (s) only/ Minors as legal heirs and unmarried deceased Letter of Administration from the High Court according to the Law of inheritance is required.**
- n. Public Notice in **two** National Daily Newspapers with photograph of the deceased published (one in Urdu and one in English) from Karachi. In case deceased's residential address is outside of Karachi then Public Notice published in daily Newspaper of the City/Province of the deceased would also be required in addition (Specimen attached).
- o. Documents should be submitted **in person**. Legal heirs residing outside Karachi may submit documents By Post.
- p. After provisional check and accept Bank draft of Rs. 5000/- is to be deposited.
- q. On transfer to Legal Heirs if any discrepancy found during scrutiny eg Mortgage / Issue of GPA or any other observation the same will be mentioned on Transfer Order as caution.

2. Attestation of Affidavits

- a. Affidavit Rs 100/- 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 authorised officer of Pak Embassy abroad or the Consulate General.
- d. All above mentioned documents to be attested except para 1e.

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				

SPECIMEN AFFIDAVIT

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI

(LEGAL HEIRS)

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				

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/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.

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, Daily Nai Baat.

To be typed on Rs. 100 Stamp paper

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