

**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**  
**TRANSFER OF PLOT (INSTRUCTION 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 Allotment Order/Transfer Order/Division Order/Adjustment Letter/Title document.
  - d. In case of loss of any title documents, Allottee/owner must apply for CTC of the said, according to CTC procedure (Instruction slip & Specimen uploaded on DHA Karachi website) and attach CTC with transfer documents.
  - e. Photocopy of Computerised National Identity Cards of both parties ie seller & buyer (Front & back side on front side).
  - f. Undertaking regarding loan/mortgage of plot (specimen attached).
  - g. In case, only Intimation Letter has been issued, transfer of plot can be undertaken through an application for Issuance of Allotment Order and Cancellation in the name of new owner/s (Specimen attached).
  - h. 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).
  - j. GHQ NOC, in case of transfer by Military allottee officer/person.
  - k. 1x passport size photograph of purchaser duly attested (Not more than 6 months old).
  - l. In case of property transfer owned by private companies/corporate authorities, NOC will have to be provided in the name of official nominee prior to the execution of transfer of property.
2. Ensure, all dues against the plot are cleared.
3. Attach CVT proforma duly paid as applicable.
4. After ‘Sign Before’ in the presence of the designated officer (DHA), transfer documents will be returned the seller.
5. Once the seller (transferor) and the buyer (new transferee) have completed their transaction for whatever consideration, then the transfer papers may be handed over to the buyer (new transferee) by the seller.
6. The new transferee to pay the transfer fee in the Account Branch. The Account Branch Counter will make necessary endorsement on the covering letter.
7. The buyer (new transferee) to deposit the Transfer Documents (so received from the seller) at the Reception and obtain receipt. The receipt will indicate the date of collection of transfer order for the new transferee.
8. Seller / Buyer valid membership card Or copy of Receipt

**Notes:**

1. All fee are subject to change without notice.
  2. Before making out a Pay Order/Bank Draft please find out the outstanding dues and current rate of Fee from Accounts Branch Counter.
  3. Sign Before will be executed on next working day after submission of transfer documents at DHA (T&R) counter, subject to clearance through scrutiny.
  4. Transfer will be executed on the same day after paying the requisite **SAME DAY FEE**.
  5. In case you desire your case to be processed on urgent basis, against the payment of requisite emergent fee, please contact the Addl Director **T&R** for necessary endorsement, before paying the fee / submitting the documents at the counter (T&R Dte).
6. **Attestation of Affidavits**
    - Affidavit executed within Karachi (Pakistan) be got attested from Oath Commissioner/Notary Public/ Nazim concerned.
    - Affidavit executed outside Karachi (within Pakistan) be got attested by 1<sup>st</sup> class Magistrate/Nazim concerned.
    - Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad or the Consulate General.
  7. The Buyer may check whether the property is clear or otherwise for transfer by payment of prescribed fee at account counter.
  8. For Transfer through court, the Transfer papers to be prepared after getting briefing from Administrative Officer.
  9. Officer (from all svcs) who are original allottees of DHA Karachi and desirous of disposing off/tfr their plots have to obtain NOC from GHQ AG’s Branch (DHA Cell) Rwp.

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**SPECIMEN**

**(Seller)**

ESTATE AGENT \_\_\_\_\_

NAME \_\_\_\_\_

PHONE NO. \_\_\_\_\_

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

Subject: TRANSFER OF NAME IN RESPECT OF PLOT NO. \_\_\_\_\_  
OR THERE ABOUT, SITUATED IN PAKISTAN  
DEFENCE OFFICERS HOUSING AUTHORITY, KARACHI.

FILE NO. \_\_\_\_\_

Dear Sir,

It is submitted that I have transferred the above said plot in favour of \_\_\_\_\_  
\_\_\_\_\_ S/O \_\_\_\_\_ Muslim adult,  
R/O \_\_\_\_\_ as per Transfer Affidavit No. \_\_\_\_\_ dated  
\_\_\_\_\_.

It is requested that necessary transfer of above said plot be effected in your records and in future all correspondence be done directly with him at the above given address.

Yours faithfully,

**Signatures of Seller (at the time of sign before)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

( Signature of seller)

M/ship No. \_\_\_\_\_

Thumb Impression of Seller  
in front of DHA Designated officer

**SPECIMEN**  
**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**  
**TRANSFER AFFIDAVIT**

**NOTE: TO BE TYPED ON Rs. 100/- NON JUDICIAL STAMP PAPER.**

I/We \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_,  
 CNIC No. \_\_\_\_\_ 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 an oath and declare  
 as under:-

1. That we/I am duly registered in Category \_\_\_\_\_ with the Pakistan Defence Officers Housing Authority,  
 Karachi vide Registration No. DHA \_\_\_\_\_ and we/I was allotted/transferred a plot of land  
 bearing No. \_\_\_\_\_ Street No. \_\_\_\_\_ Phase \_\_\_\_\_ measuring  
 \_\_\_\_\_ sq yds or thereabout situated in the said Housing Authority \*(and subsequently the said plot was  
 divided as \_\_\_\_\_ Street \_\_\_\_\_ Phase \_\_\_\_\_ each measuring \_\_\_\_\_ sq yds  
 respectively).

2. That by virtue of Regulation No.9 made by the Executive Board of the Defence Housing Authority, we/I  
 hereby return original Allotment Order/Transfer Order 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  
 \_\_\_\_\_ CNIC No. \_\_\_\_\_ Muslim, Adult,  
 R/O \_\_\_\_\_ who is also registered in Category \_\_\_\_\_ with the  
 Authority vide Registration No. \_\_\_\_\_.

3. 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.

4. That we/I solemnly affirm and declare that the name of \_\_\_\_\_ be entered in the records of the  
 Military Estates Offices and of the Pakistan Officers Defence Housing Authority, Karachi as the transferee the  
 aforesaid property.

5. 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 \_\_\_\_\_ - is the exclusive owner of the same  
 since \_\_\_\_\_.

6. 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.

7. 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.

8. That whatever is stated above is true and correct to best of my/our knowledge and belief.

9. That I/We understand the transfer can be stopped/with held at any stage by DHA in case of any  
 Observation revealed during the Scrutiny/transfer process.

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

**DEPONENT**

Attestation as per instruction slip

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

I/We \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_ CNIC No.  
\_\_\_\_\_ Muslim, adult and resident of \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm  
and undertake as under:-

1. That we/I am the Allottee/Transferee of the Plot No. \_\_\_\_\_ Street No: \_\_\_\_\_ Phase: \_\_\_\_\_ Measuring \_\_\_\_\_ Sq Yds, thereabout, situated in Defence Officer's Housing Authority, Karachi, and the same is still subsisting.
2. That we/I have not Executed or Registered sub 'A' Lease/'C' Lease of the plot in question.
3. That we/I have not been issued No Objection Certificate for Mortgage or sale or plot.
4. That we/I have not drawn any loan against the plot or Mortgaged.

**DEPONENT**

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**SPECIMEN**

To: The Administrator  
Defence Housing Authority,  
**Karachi.**

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

Dear Sir,

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

our names. The \_\_\_\_\_ may not be despatched: -  
(Specify document)

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,

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

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

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

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

**SPECIMEN**

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

Subject: **ISSUANCE OF ALLOTMENT ORDER**

Dear Sir,

We/I am the Allottee of a plot of land bearing No. \_\_\_\_\_ Phase \_\_\_\_\_ measuring \_\_\_\_\_ Square Yards, but formal Allotment Order in this respect has not yet been issued.

That We/I have cleared all the outstanding dues of the plot in question and have signed the transfer documents of said plot in favour of \_\_\_\_\_.

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. \_\_\_\_\_