

**DHA CITY**  
**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY - KARACHI**  
**TRANSFER OF PLOT (DHA OASIS - FARMHOUSES)**  
**(Instructions Slip)**

1. To apply for transfer of Farmhouse following documents are required to be submitted: -
  - a. Covering letters i.e from Seller specimen attached - requesting for transfer of Farmhouse (with additional three signatures) for sign before in the presence of officer of Defence Housing Authority.
  - b. Affidavit on Rs. 50/- Stamp Paper (specimen attached) duly attested.
  - c. Original Information Letter / Transfer Order / Intimation Letter be attached.
  - d. Photocopies of valid Computerized National Identity Cards of both parties ie Seller & Buyer.
  - e. Undertaking for LOAN MORTGAGE of Farmhouse in Defence Housing Authority.
  - f. Affidavit regarding NO LOAN by the Seller (specimen attached).
  - g. INDEMNITY BOND by the Seller (specimen attached).
  - h. INDEMNITY BOND by the Buyer (specimen attached).
  - i. Affidavit by the Buyer for payments of outstanding installment / dues (specimen attached)
  - j. In case first transfer of Farmhouse an undertaking through an application for Issuance of allotment order and cancellation in name of new owners (specimen attached).
  - k. In case of Transfer of Farmhouse 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).
2. In case of transfer of Farmhouse attach Capital Value Tax (CVT) paid proforma.
3. Attach Capital Gain Tax (CGT) paid proforma if transaction of Farmhouse is made within two years.
4. After 'Sign Before' on the transfer documents, the designated officer will return the documents to the transferor.
5. Once you (transferor) and the buyer (transferee) have completed their transaction for whatever consideration, then the transfer papers may be handed over to the buyer (Transferee) by the seller.
6. The Transferee to pay the requisite transfer fee in the Account Branch Fin Dte DCK (if any). The Account Branch Counter will make necessary endorsement on the covering letter.
7. While making transfer fee and other dues of Farmhouse the (transferee) deposit the complete transfer case in person to Fin Dte DCK upto 1500 hours for issuance of A/C statement duly endorsed by the Fin Dte DCK.
8. The Fin Dte DCK will return the Tfr case alongwith A/C statement after 24 hours to the transferee.

9. The receiving clerk at the time of collection of Tfr documents at the Reception (Veranda) will ensure the following:-
- a. That A/C statement is att with the Tfr case duly endorsed by the Fin Dte DCK.
  - b. That all observations have been cleared and initiated by the Tfr officer.
  - c. That following payments / dues charges have been cleared received by the Fin Dte DCK:-
    - (1) Late submission of Tfr case charges (if any)
    - (2) Payment of installments (if become due).
    - (3) Attachment of fresh A/C statement duly endorsed by Fin Dte DCK in case showing above (two transactions).
10. The buyer (transferee) to deposit the Transfer Documents at the Reception (veranda) within 21 working days after sign before and obtain a receipt. The receipt will indicate the date of collection.

**Notes:**

- a. All fees 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 (Fin Dte DCK).
  - c. In case you desire your case to be processed on urgent basis, on payment of requisite emergent fee, please contact the **A/Director DCK** for necessary endorsement before paying the fees/submitting the documents at the counter.
  - d. Ensure updation of Change of address and change of name before transfer of Farmhouse.
  - e. Ensure presence of seller at the time of sign before at DHA City Karachi.
11. **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 1<sup>st</sup> class Magistrate/Nazim concerned.
  - Affidavits executed outside Pakistan be got attested from authorized officer of Pak Embassy abroad or the Consulate General.
12. The Buyer may check whether the property is clear or not for transfer by paying requisite fee in Fin Dte DCK. Information will be given the next day.
13. For Transfer through court, the Transfer papers to be prepared after getting briefing from Administrative Officer.

**SPECIMEN**

To: The Administrator  
Pakistan Defence Officers Housing Authority  
Karachi

Subject: **REQUEST FOR TRANSFER OF FARMHOUSE NO \_\_\_\_\_, SECTOR – 1,**  
**STREET NO \_\_\_\_\_ MEASURING \_\_\_\_\_ SQUARE YARDS OR THEREABOUT**  
**SITUATED IN DHA CITY KARACHI VIDE INFORMATION LETTER NO**  
**DATED \_\_\_\_\_**

**Dear Sir,**

It is submitted that I intend transferring my subject Farmhouse allocated in Sector 1, Street No \_\_\_\_\_, measuring \_\_\_\_\_ Sq Yds situated in DHA City Karachi, in favour of Mr/Miss/Mrs \_\_\_\_\_ CNIC/NICOP/POC No \_\_\_\_\_ S/O / D/O / W/O \_\_\_\_\_, Muslim, adult, Resident of \_\_\_\_\_, as per Transfer Affidavit No \_\_\_\_\_ dated \_\_\_\_\_.

It is requested that necessary Transfer may kindly be effected in your records and in future all the correspondence to be done directly with him at the above given address.

Thanking you

Yours Faithfully

Name \_\_\_\_\_  
CNIC/NICOP/POC No \_\_\_\_\_  
S/O D/O W/O \_\_\_\_\_  
M/Ship No \_\_\_\_\_

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

**SPECIMEN**

**TRANSFER AFFIDAVIT**

I Mr/Miss/Mrs \_\_\_\_\_ CNIC/NICOP/POC No \_\_\_\_\_

S/O / D/O / W/O \_\_\_\_\_ Muslim, Adult, resident of

\_\_\_\_\_ in possession of my

full faculties and senses and of my free will and without any coercion or duress, do hereby

solemnly affirm and state on Oath and declare as under:-

1. That I am duly registered in Category 'V' with the Pakistan Defence Officers Housing Authority, Karachi, vide DHA Oasis Membership No. V- \_\_\_\_\_ and I was allotted a Farmhouse No. \_\_\_\_\_ - \_\_\_\_\_, measuring \_\_\_\_\_ Sq Yards (Approx), allocated in Sector 1, situated in DHA City Karachi, vide Information Letter No. DHA OASIS/TFR/V-FH1 \_\_\_\_\_ dated \_\_\_\_\_.
2. That by virtue of Regulation No. 9 made by the Executive Board of the Authority, I hereby return Original Information Letter No. DHA OASIS/TFR/V-FH1 \_\_\_\_\_ dated \_\_\_\_\_ for cancellation and relinquish the above said transfer of Farmhouse in favour of Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO \_\_\_\_\_ S/O W/O D/O \_\_\_\_\_, Muslim, Adult, resident of \_\_\_\_\_ who is also registered in Category 'V' with Authority, vide Membership No. V \_\_\_\_\_
3. That having relinquished the Farmhouse to the above said Authority for transfer to Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO \_\_\_\_\_ S/O W/O D/O \_\_\_\_\_, the Farmhouse be handed over to Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO \_\_\_\_\_ S/O W/O D/O \_\_\_\_\_, conferring exclusive leasehold rights and possession of the Farmhouse upon the above said transferee.
4. That I solemnly affirm and declare that the name of Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO \_\_\_\_\_ S/O W/O D/O \_\_\_\_\_, should be entered in the records of Pakistan Defence Officers Housing Authority, Karachi as the Transferee of the aforesaid property.
5. That I solemnly affirm and declare that I have now no legal right, title or interest in the said Farmhouse and Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO \_\_\_\_\_ S/O W/O D/O \_\_\_\_\_, is the exclusive owner of the same since \_\_\_\_\_.
6. That whatever is stated above is true and correct to the best of my knowledge and belief.

D E P O N E N T

**SPECIMEN**  
**UNDERTAKING**

I, Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC No  
\_\_\_\_\_ S/O W/O D/O \_\_\_\_\_, Muslim, Adult, resident of  
\_\_\_\_\_, do hereby  
solemnly affirm and undertake as under:-

1. That I am the allottee of Farmhouse No \_\_\_\_\_, Street No \_\_\_\_\_, measuring \_\_\_\_\_ Sq Yards (Approx), allocated in Sector 1, situated in DHA City Karachi, vide Information Letter No \_\_\_\_\_ dated \_\_\_\_\_ which is still subsisting.
2. That I have not been issued NO OBJECTION CERTIFICATE for mortgage or sale of Farmhouse.
3. That I have not drawn any loan against the Farmhouse or mortgaged it.

D E P O N E N T

**SPECIMEN**

To: The Administrator  
Pakistan Defence Officers Housing Authority  
Karachi

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

**Dear Sir,**

I am the allottee of a Farmhouse No \_\_\_\_\_, Street No \_\_\_\_\_, measuring \_\_\_\_\_ Sq Yards (Approx), allocated in Sector 1, situated in DHA City Karachi, vide Information Letter No \_\_\_\_\_ dated \_\_\_\_\_. Formal Allotment Order in this respect has been issued to me.

That I have signed the Transfer Documents of the said Farmhouse in favour of Mr/Miss/Mrs\_\_\_\_\_ CNIC / NICOP / POC NO \_\_\_\_\_ S/O W/O D/O \_\_\_\_\_, Muslim, Adult, resident of \_\_\_\_\_.

It is requested that formal Allotment Order may be issued in my favour, cancel it in favour of Mr/Miss/Mrs\_\_\_\_\_ CNIC / NICOP/ POC NO \_\_\_\_\_ S/O W/O D/O \_\_\_\_\_, Muslim, Adult, resident of \_\_\_\_\_, and to get it enclosed alongwith the transfer documents for further process please.

Thanking you,

Yours faithfully,

**SPECIMEN**

To: The Administrator  
Defence Housing Authority, (DHA City)  
Karachi

Subject: **CONSENT LETTER – DESPATCH OF DOCUMENTS TO CO-SHARER**

Dear Sir,

I/We have applied for transfer of property / Farmhouse No \_\_\_\_\_, Street No \_\_\_\_\_, Sector No \_\_\_\_\_ Size \_\_\_\_\_ sq yds (Approx) in the name of co-sharer of Farmhouse No \_\_\_\_\_, Street No \_\_\_\_\_, Sector No \_\_\_\_\_ Size \_\_\_\_\_ sq yds (Approx) situated in DHA City Karachi. The correspondence / Title Documents may be dispatched as I / we hereby jointly and severally request that the same may be delivered to Mr / Miss / Mrs \_\_\_\_\_, having CNIC No \_\_\_\_\_ (Co-Sharer) at the following address held on record of the said member.

Address:-

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

Thanking you,

Yours faithfully,

1. (Mr/Mrs/Miss \_\_\_\_\_  
CNIC No \_\_\_\_\_
2. (Mr/Mrs/Miss \_\_\_\_\_  
CNIC No \_\_\_\_\_
3. (Mr/Mrs/Miss \_\_\_\_\_  
CNIC No \_\_\_\_\_

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

**SPECIMEN**

**NO LOAN AFFIDAVIT**

I, Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO  
\_\_\_\_\_, S/O W/O D/O \_\_\_\_\_, Muslim, 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:-

1. That I am the allottee of Farmhouse No. \_\_\_\_\_ Street No \_\_\_\_\_, measuring  
\_\_\_\_\_ Sq Yards (Approx), allocated in Sector 1, situated in DHA City Karachi,  
vide Information Letter No. DHA OASIS/TFR/V-FH1\_\_\_\_\_ dated \_\_\_\_\_ and the said  
Farmhouse is free from all claims, liens, charges and encumbrances whatsoever.
2. That I have not stood surety or guarantor of any person against any loan from the Bank  
or Organization in any form or manner in respect of the said Farmhouse.
3. That I have not drawn any loan against the said Farmhouse from the Bank or  
Cooperative Society nor does any liability exist against the said Farmhouse.
4. That this affidavit is being made under Section 5(1) of the West Pakistan (Repayments  
of Loan) Amendment Ordinance, 1966.
5. That whatever is stated above is true and correct to the best of my knowledge and belief.

D E P O N E N T



**SPECIMEN**

**INDEMNITY BOND**  
**FROM THE SELLER**

I, Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO \_\_\_\_\_  
S/O W/O D/O \_\_\_\_\_, Muslim, Adult, resident of \_\_\_\_\_  
\_\_\_\_\_, do hereby undertake and indemnify as under:-

1. That I have sold Farmhouse No \_\_\_\_\_, Street No \_\_\_\_\_, measuring \_\_\_\_\_ Sq Yards (Approx), allocated in Sector 1, situated in DHA City Karachi, vide Information Letter No \_\_\_\_\_ dated \_\_\_\_\_ to Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO \_\_\_\_\_ S/O W/O D/O \_\_\_\_\_, Muslim, Adult, resident of \_\_\_\_\_, with my own and free consent.
2. That I have agreed and signed the Sale Agreement mutually, executed between the parties peacefully and this deal / transaction is between myself and the buyer, DHA Karachi has nothing to do with it.
3. That this deal is mutually finalized between the buyer and the seller, and DHA Karachi has nothing to do with it nor in future I will claim any help / assistance from them.
4. That all disputes of the Seller / Buyer will be sorted out mutually and DHA Karachi will not be included legally in case there is any litigation.
5. That the documents produced for the transfer of the Farmhouse to the concerned authorities are correct upto date and not fake.
6. Sale dealings are finalized in presence of two witnesses and DHA Karachi will not be responsible for this transaction.

D E P O N E N T

**SPECIMEN**

**AFFIDAVIT BY THE TRANSFEREE**

I, Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO \_\_\_\_\_  
\_\_\_\_\_, S/O W/O D/O \_\_\_\_\_, Muslim, Adult resident of \_\_\_\_\_  
\_\_\_\_\_ do hereby  
solemnly affirm and declare:-

1. That I am the transferee of Farmhouse No \_\_\_\_\_, Street No \_\_\_\_\_, measuring \_\_\_\_\_ square yards (Approx), allocated in Sector 1, situated in DHA City Karachi vide Information Letter No \_\_\_\_\_ dated \_\_\_\_\_.
2. That I am aware of the outstanding installments against the Farmhouse and shall pay all installments on due date and any increase in charges as proposed / administrated by DHA Karachi from time to time will be accepted.
3. That my DHA Oasis Karachi Membership Number is \_\_\_\_\_.

D E P O N E N T

**SPECIMEN**

**INDEMNITY BOND**

**FROM THE PURCHASER (TRANSFEEE)**

I, Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO  
\_\_\_\_\_, S/O W/O D/O \_\_\_\_\_, Muslim, Adult, resident of  
\_\_\_\_\_, do hereby affirm  
and declare as under:-

1. That I have purchased Farmhouse No \_\_\_\_\_, Street No \_\_\_\_\_, measuring \_\_\_\_\_ Sq Yards (Approx), allocated in Sector 1, situated in DHA City Karachi, vide Information Letter No \_\_\_\_\_ dated \_\_\_\_\_ from Mr/Miss/Mrs \_\_\_\_\_ CNIC / NICOP / POC NO \_\_\_\_\_ S/O W/O D/O \_\_\_\_\_, Muslim, Adult, resident of \_\_\_\_\_, with my own free consent.
2. That I have agreed and signed the Sale agreement of Farmhouse mutually, peacefully and this deal / transaction is between myself and the seller and DHA Karachi has nothing to do with it.
3. That this deal is mutually finalized between the buyer and the seller, and DHA Karachi has nothing to do with it nor in future I will claim any help / assistance from DHA.
4. That all disputes of the Seller / Buyer will be sorted out mutually and DHA Karachi will not be included legally in case there is any litigation.
5. That the documents produced for the transfer of the Farmhouse to the concerned authorities are correct upto date and not fake.
6. Sale dealings should be finalized in presence of two witnesses and DHA Karachi shall not be blamed for this transaction.

D E P O N E N T