

1
DHA CITY

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY - KARACHI
ISSUANCE OF CERTIFIED TRUE COPY

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

Subject: **Issuance of Certified True Copy**

Reference: Plot File No _____ (Plot No _____, Sector No _____ Sub Sector _____)
measuring _____ sq yds (approx).

Dear Sir,

I have lost my Information Letter /Allotment Letter / Intimation Letter /Allocation Letter/ Transfer Order / Adjustment Letter / Relocation Letter/ Allotment Order. I therefore request that Certified True Copy (CTC) of the _____ may please be issued. In case Original (name of document) title document _____ is found, the same will be sent to you for cancellation.
(Name of document)

Thanking You,

Yours faithfully,

Name:

Address:

M/Ship No

CNIC No

Contact No

Dated: _____

Enclosures to be Submitted: -

- Affidavit on Rs. 200/- on stamp paper duly attested (Specimen Attached).**
- Signatures on application (specimen as above).
- 1 x photo copy of CNIC (Colour copy) duly attested.
- Publication in two National daily Newspapers (Urdu & English) of reputed/wide circulation in Karachi and the province of residence of the applicant regarding loss of document required (Specimen attached). * **List of newspapers below.**
 - English. The News, The Nation, Daily Times, Financial Post, Frontier Post and Baluchistan Times.**
 - Urdu. Nawa-e-Waqt, Dunya, Express, Amn, Jasarat, Mashriq and Aaj**

Kal. Daily Dunya.

- Bank Draft/Pay Order for Rs. 10000/- (CTC Charges) in favour of DHA City Karachi.**(CTC Fee Changeable).**
- Photocopy of valid DHA City membership Card.**

Notes:

1. CTC will not be despatched. Personal appearance before the DHA Designated Officer is mandatory while receiving CTC.
2. **The CTC application should be deposited at the Reception Counter T&R DCK against which a receipt will be issued indicating the date of collection, original receipt will be deposited back with DHA at the time of receipt of CTC.**
3. CTC cases are not processed on urgent basis.
4. Before submission of CTC case, all outstanding dues/up to-date installments against plot must be cleared.
5. **Attestation of Affidavits**
 - Affidavit executed inland be got attested by Oath Commissioner.
 - Affidavits executed outside Pakistan be got attested from **area Oath Commissioner**.

**SPECIMEN AFFIDAVIT
DHA CITY**

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY - KARACHI

(On Rs 200/- Stamp Paper Attested by Oath Commissioner)

1. I, Mr. / Miss / Mrs./ Mst _____ S/o / d/o /
w/o _____ CNIC No. _____
Defence Housing Authority (DHA City) membership No. _____ Muslim adult, resident of
_____ do hereby solemnly affirm on Oath and declare that I have lost Information
Letter / Intimation Letter / Transfer Order / Adjustment Letter / Allotment Order of my Plot File No
_____ (plot No _____, Sector No _____ Sub Sector No _____) Measuring _____ Sq
Yds.
2. That in case, any claim is made by any body on the loss / misplaced Information Letter / Intimation
Letter / Transfer Order / Adjustment Letter / Allotment Order of this plot, I undertake to indemnify the Defence
Housing Authority (DHA City), for any consequences.
3. That in case the _____ is found later on, it will be deposited
with _____
(Name of Title Document)
the Defence Housing Authority (DHA City).
4. That whatever been stated above are true and correct to the best of my knowledge and belief.

DEPONENT

Attestation as per instruction slip

SPECIMEN
DHA CITY

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY - KARACHI

LOST

Information Letter /Allotment Letter/ Intimation Letter /Allocation Letter/ Transfer Order / Adjustment Letter /Relocation Letter/ Allotment Order of Plot File No _____ (Plot No _____, Sector No _____ Sub Sector No _____) measuring _____ sq yds located in Pakistan Defence Officers Housing Authority, (DHA City) Karachi has been lost. Finder or anyone having objection / claim may please contact me / us and Director Transfer & Record, DHA City Karachi within fifteen (15) days of publication. I / We have also approached DHA City Karachi for Certified True Copy (CTC) of _____.

(Name of document)

Name: _____

CNIC No. _____

DHA City Membership No: _____

Address: _____

Telephone No: _____

Notes:

1. Strike out whichever is not applicable.
2. **The above contents be translated in Urdu for publication in Urdu newspapers.**
3. Publication be made in following with photograph of deceased: -
 - a. **English Morning Daily, The News, The Nation, Daily Times, Financial Post, Frontier Post and Baluchistan Times.**
 - b. **Urdu Morning Daily, Nawa-e-Waqt, Dunya, Express, Amn, Jasarat, Mashriq and Aaj Kal. Daily Dunya.**