

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI
HIBA ZABANI BILA EWAZ
(INSTRUCTION SLIP)

1. To apply for transfer of plot by Hiba Zabani Bila Ewaz following documents are required to be submitted: -
 - a. Covering letter signed by the owner with additional three signatures for signing in the presence of DHA Designated Officer (**Specimen attached**).
 - b. An affidavit (**Specimen attached**) on Rs. 100/- (Per Donor) Stamp Paper duly attested by an Oath Commissioner.
 - c. 1x Attested photocopy each of CNIC/NICOP/(Front & Rear on same side) Passport of donor & donee.
 - d. Two attested photographs of the transferee/donee (Not more than 6 months old).
 - e. All original letters issued by DHA i.e original Allotment Order, original Transfer Order, original Division Order and original Adjustment Letter etc to be attached with transfer documents.
 - f. In case of loss of any title document (Para 1e) 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.
 - g. Undertaking for Loan Mortgage of Plot by Donor, if loan availed.
 - h. In case of Hiba of plot in the name of more than one owner, a consent letter from all co-sharers be attached, indicating/mentioning the address / cell no on which the correspondence is to be made.
 - i. GHQ NOC, in case of transferer of property of Armed Forces allottee officer.
 - j. Photocopies of valid DHA M/ship card or copy of Receipt of both Donor and Donee.
 - k. Acceptance letter by the donee be attached.
 - l. In case property (Phase VII Extn) (Phase VII kh-e-Saadi, Kh-e-Abbasi & Kh-e-Rizwan) with Construction thereon, completion plan certificate, undertaking from seller on Rs. 100/- by valid CBC Tax paid Bill copy are required.
 - m. In case property of Creek Vista, Indemnity Bond from buyer (**attested by Oath Commissioner / Notary Public**), Valid CBC tax paid bill copy and NOC required, from Creek Vista.
2. Ensure all dues on the plot are cleared.
3. After ‘Sign Before’ on the transfer documents, the Designated Officer will return the documents to the Donor (Transferor).
4. Transfer documents are required to be resubmitted in T&R Dte for preparation of new transfer order after payment of Transfer fee/dues in the Account Branch. The Account Branch will make necessary endorsement on the covering letter as well.

5. The receipt issued on resubmission of transfer documents will indicate the date of collection of New Transfer Order. In case of receipt lost owner pay 750/- in DHA Cash Counter.

Notes:

1. All fees are subject to change without notice.
2. For urgent sign before, AD (T&R) may be contacted prior to depositing of fee in Finance Department.
3. For urgent processing of transfer letter within 5 working days contact AD(T&R) for approval.
4. **NORMAL “Sign Before” for Transfer** will be conducted on **next day** of depositing the transfer papers.
5. **URGENT “Sign Before”for Transfer** will be conducted on the **same day** by depositing emergent fee as per procedure, provided Transfer papers are deposited before **1200 hrs** on same day.

6. Attestation of Affidavits

- a. Affidavit executed inland to be attested from Oath Commissioner//Notary Public.
- b. Affidavit executed outside Pakistan be attested from area Oath Commissioner/Consulate/Pak Embassy.
- c. Up to maximum five corrections/amendments can be done on Affidavit.