INSTRUCTION SLIP –DHA

AMALGAMATION OF LEASED PROPERTY

1. To apply for amalgamation of property, following documents are required to be submitted:-

   a. Application duly signed by the owner requesting for amalgamation of plot/property.
   b. 1x photocopy of original site plan issued by MEO Karachi.
   c. 1x photocopy of Amalgamation Letter (Owner's copy) issued by MEO Karachi.
   d. DHA's copy (in original) of amalgamation letter issued by MEO Karachi.
   e. 1x photocopy of CNIC duly attested by the Oath Commissioner.
   f. 1 x photocopy of valid DHA membership card/receipt.
   g. Title document i.e DHA Mutation letter (if applicable).
   h. In case of amalgamation of plots in the names of more than one owner, a consent letter from all the co-sharers indicating/mentioning the **contact number and the mailing address of one co-sharer for Defence Housing Authority (DHA)**.

2. Ensure all dues of the plots are cleared.

3. On acceptance of amalgamation documents by the designated officer, owner will pay amalgamation Fee/clear all dues from Accounts Branch. Accounts Branch will make necessary endorsement on the application.

4. After completion of all formalities, documents are submitted at 'Reception Counter' at Veranda and a receipt indicating **collection date** is provided.

Notes:

1. All fees are subject to change without notice.

2. Before making Pay Order/Bank Draft get detail of outstanding dues and current rate of Fee from Accounts Branch.

3. In case processing of amalgamation of plots on urgent basis on payment of requisite emergent fee, contact **Transfer Counter (Transfer & Record Directorate)** for endorsement by the designated officer on application before paying the fees and re-submitting the documents for preparation at **Reception Counter (Transfer & Record Directorate)**.

4. In case of **KMC Land**, the instruction slip and steps for AMALGAMATION OF NON-LEASED PLOT will be followed.