

DHA- KARACHI
LEGAL HEIRS TRANSFER (CIVILIAN)

1. Following documents to be deposited:-

- a. Application and Affidavit of Rs.100/- for Transfer to Legal Heirs signed by all Legal Heirs. (Specimen attached).
- b. CNIC/ NICOP/POC and death certificate (preferably from NADRA) of deceased.
- c. CNIC/NICOP/POC/Form B where applicable of all Legal Heirs.
- d. All original letters issued by DHA i.e, original intimation letter, original Allotment order, original Adjustment letter, original Transfer Order and original Division Order. (whichever is applicable).
- e. In case of loss of document(s) mentioned at para 1d, apply for CTC of the same duly signed by all Legal Heirs.
- f. Three specimen signatures of each Legal Heirs on plain paper.
- g. 1x Photograph of all Legal Heirs.
- h. Consent letter in case of more than one Legal Heirs (specimen attached).
- i. Interview of the Legal Heirs will be conducted, where required.
- j. Deceased parents are to be included as Legal Heirs, if dead then death certificate would be required.
- k. NOC permission for transfer of plot to legal heirs from concerned authority (DHA/KPT) in case of service benefit plot.
- l. Heirship Certificate duly attested from 1st class magistrate if membership of deceased is upto date OR letter of Administration from High Court according to the value of property of plot / FRC if the membership of deceased is not updated.
- m. **In case of single heir/ Female (s) only/ Minors as legal heirs and unmarried deceased Letter of Administration from the High Court according to the Law of inheritance is required.**
- n. Public Notice in **two** National Daily Newspapers with photograph of the deceased published (one in Urdu and one in English) from Karachi. In case deceased's residential address is outside of Karachi then Public Notice published in daily Newspaper of the City/Province of the deceased would also be required in addition (Specimen attached).
- o. Documents should be submitted **in person**. Legal heirs residing outside Karachi may submit documents By Post.
- p. After provisional check and accept Bank draft of Rs. 5000/- is to be deposited.
- q. On transfer to Legal Heirs if any discrepancy found during scrutiny eg Mortgage / Issue of GPA or any other observation the same will be mentioned on Transfer Order as caution.

2. Attestation of Affidavits

- a. Affidavit Rs 100/- within Karachi be attested by Oath Commissioner/Notary Public.
- b. Affidavit outside Karachi be attested by 1st class Magistrate.
- c. Affidavits executed abroad be attested from authorised officer of Pak Embassy abroad or the Consulate General.