

INSTRUCTION SLIP – DHA

AMALGAMATION OF NON LEASED PLOT

1. To apply for amalgamation of plots following documents are required to be submitted: -
 - a. Application duly signed by the owner (s).
 - b. One Affidavit of Rs.100/- attested by an Oath Commissioner/First Class Magistrate (specimen attached).
 - c. 2x photocopies of **latest** Site Plan (both Plots) (validity period of site plan is 2 years **from the date of issue**).
 - d. 2x Proposed Site Plans showing Amalgamation of plots duly signed by the owner (s).
 - e. Original title i.e Allotment order, Transfer order (or) Division order etc.
 - f. 1x photocopy of computerized NIC/Passport duly attested by Oath Commissioner.
 - g. 1x photocopy of valid DHA Membership Card/Receipt.
 - 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 DHA**.
 - j. In case of 'A' lease of any plot, original surrender deed will be required (if applicable).
2. Ensure all dues of the plot are cleared.
3. On acceptance of documents by the designated officer, the 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 and Record Directorate)** for endorsement by the designated officer on application before paying the fees and re-submit the documents for preparation at **Reception Counter of Transfer and Record Directorate, DHA**.
4. **Attestation of Affidavits**
 - Affidavit executed within Karachi be got attested by Oath Commissioner/Notary Public/ Nazim concerned.
 - Affidavit executed outside Karachi (within Pakistan) be got attested by 1st class Magistrate/Nazim concerned.
 - Affidavit executed outside Pakistan be got attested from authorised officer of Pakistan Embassy abroad or the Consulate General of Pakistan.

SPECIMEN

AMALGAMATION AFFIDAVIT

Affidavit on Rs. 100/- Stamp Paper Duly Attested by Oath Commissioner.

I/We _____ s/o/d/o/w/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/we am the legal Transferee of Plot Nos. _____
Sq Yds or thereabout, situated in Pakistan Defence Officers Housing Authority, Karachi, which are transferred in
my name.
2. That I/we have decided to amalgamate the said plots into one plot of _____ Sq Yds.
3. That I/we agree to pay the cost of plot thus amalgamated and will be responsible for all the dues of the
amalgamated plot and I further confirm that I will abide by all the rules/regulations made by the Defence Authority,
the Cantonment Board and/or any other Authority responsible for the Municipal Administration of this area.
4. I/We understand that the Compulsory Open Spaces, as specified for the divided plots, will be applicable to
the amalgamated plots.
5. I/We further confirm that the decision of Defence Authority and the Cantonment Board with regard to the
Amalgamation of the plots will be acceptable to me and will be binding, on me

DEPONENT

Station _____

Dated _____