

INSTRUCTION SLIP - DHA

DIVISION OF NON-LEASED PLOT

1. To apply for division of plot following documents are required to be submitted: -
 - a. Application duly signed by the owner(s) of plot (Specimen attached).
 - b. 2x Identical Affidavits (Specimen attached) on Rs. 100/- **Stamp Papers** duly attested by the Oath Commissioner.
 - c. 6x copies of existing Site Plan for indicating/marketing of Division with Plot Number, Street Number and dimensions **both sides** duly signed by the owner (Specimen of request for issuance of fresh Site Plan is attached).
 - d. 2x Proposed Site Plans showing Division of plot duly signed by the owner(s).
 - e. 1 x photocopy of CNIC duly attested.
 - f. 1x Photocopy of valid DHA Membership Card/Receipt.
 - g. Original Title i.e Allotment Order, Transfer Order, Amalgamation Letter etc.
 - h. In case of division of plot 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 plot, original surrender deed is required (if applicable).
2. Ensure all dues of the plot are cleared.
3. On acceptance of division documents by the designated officer, the owner will pay Division 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 division of plot 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**.
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 – COVERING LETTER

The Administrator
Pakistan Defence Officers Housing Authority,
2-B, East Street, Phase-I,
Karachi.

Subject: REQUEST FOR THE DIVISION OF PLOT NO _____
MEASURING _____ SQ YDS

Reference: DHA File No:

Dear Sir,

I am the allottee/transferee of Plot No. _____ Street _____ Phase _____
Measuring _____ sq yards or thereabout situated in the Defence Housing Authority, I have cleared all
dues in respect of the said plot till today.

It is requested to divide the above said plot in the manner shown in the annexed Site Plan to enable two
(2)/three (3)/four (4) independent buildings to be built.

Yours faithfully,

Enclosed:-

- ☞ Original allotment/transfer order.
- ☞ Two original division affidavits on Rs.50/- stamp paper attested by Oath Commissioner with two photocopies of each affidavit.
- ☞ Six copies of site plan showing divided plot numbers and dimension duly signed by the owner.
- ☞ 1 x photocopy of owner CNIC duly attested by Oath Commissioner.

DIVISION AFFIDAVIT

ON RS 100/- STAMP PAPER EACH (TWO)
ATTESTED BY OATH COMMISSIONER

I/We, _____ s/o/d/o/w/o _____
CNIC No. _____ Muslim, adult, Resident of
_____ in possession of our full faculties and sense and
our free will and without any coercion or duress do hereby solemnly affirm and declare as under: -

1. That I/we are the legal transferees of Plot No. _____
situated in Pakistan Defence Officers Housing Authority, Karachi, which is transferred in our joint names.
2. That I/we have decided to divide the plot in the manner shown in the annexed Site Plan to enable TWO
independent buildings to be built.
3. That I/we collectively and severally agree to pay the cost of our individual plots thus divided and will be
responsible for all the dues for each individual plots so divided and I/we further confirm that I/we will abide by all
the rules of the Defence Authority, the Cantonment Board 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 un-divided plots, will be applicable to
each of the sub-divided plots.
5. I/We further confirm that the decision of Defence Authority and the Cantonment Board with regard to the
division of this plot will be acceptable to us and will be binding on both of us individually as well as collectively.

DEPONENT

SPECIMEN OF DIVISION AFFIDAVIT BY NAME
ON RS 100/- STAMP PAPER EACH (TWO)
ATTESTED BY OATH COMMISSIONER

(Reference: Para 27 (f))

We _____ s/o/d/o/w/o _____

CNIC No. _____

Adult, R/o _____ in possession of our full faculties and sense and of our free will and without any coercion or duress, do hereby solemnly affirm and declare as under: -

1. That we are the Legal Owners of plot No. _____ Kh-e-/Street _____ Phase _____ measuring _____ sq. yds. or thereabout, situated in Pakistan Defence Officers Housing Authority, Karachi, which is registered in our joint/several names. ******(and subsequently he said the said plot was divided as _____ Street _____ phase _____ each measuring _____ Sq yds respectively).

2. That we have decided to divide the plot in the manner shown in the annexed Site Plan to enable independent buildings to be built.

3. After Sub-division of plot in question into independent units, the sub-divided plots will stand in the name shown against each: -

I. Plot No. _____ measuring _____ sq. yds., Phase _____
Name: _____

II. Plot No. _____ measuring _____ sq. yds., Phase _____
Name: _____

4. That we collectively and severally agree to pay the cost of our individual plots thus divided and will be responsible for all the dues for each individual plots so divided and we further confirm that we will abide by all the rules imposed by the Defence Authority the Cantonment Board, or any other Authority responsible for the Municipal administration of this area.

5. We understand that the Compulsory Open Spaces as specified for the Undivided plots will be applicable to each of the sub divided plots.

6. We further confirm that the decision of Defence Authority and the Cantonment Board with regard to the division of this Plot will be acceptable to us and will be binding on both of us individually as well as collectively.

(** This para is to be added in case of divided plot only)

DEPONENT