

**INSTRUCTION SLIP - DHA  
TRANSFER LEGAL HEIRS**

**TRANSFER OF PLOT WILL BE CARRIED OUT IN ACCORDANCE WITH THE ISLAMIC  
LAW OF INHERITANCE FOR MUSLIM MEMBERS AND RESPECTIVE LAW OF  
INHERITANCE FOR OTHER RELIGIONS.**

1. To apply for transfer to Legal Heirs following documents are required to be submitted: -
  - a. The Legal Heirs apply for the transfer by giving an application and Affidavit (Specimen attached) on Rs.100/- Stamp Paper.
  - b. Copy of Death Certificate of deceased duly attested.
  - c. Original title document. **In case the title document is not available due to loss etc the procedure of issue of CTC will be adopted.**
  - d. Fingerprints and three specimen signatures of each Legal Heir on plain papers separately (For Female, right hand and For Male, left hand)
  - e. Two latest photographs of each Legal Heir duly attested.
  - f. 1 x attested photocopy of valid CNIC of each Legal Heir. (For minors, attach Form "B" of NADRA).
  - g. 1 x attested photocopy of CNIC/NIC of deceased.
  - h. Pay Order/Bank Draft of Rs. 5000/- as Processing fee.
  - i. Heirship Certificate duly attested by Justice of Peace/Nazim concerned/1<sup>st</sup> class Magistrate.
  - j. In case of more than one Legal Heirs, a consent letter from all the co-sharers be attached, indicating/mentioning the address on which the correspondence is to be made.
  - k. **GHQ NOC in case of almt of Armed Forces offr (Serving/Retired) KPT NOC for KPT plots and DHA staff benefit plot.**
  - l. In case of **single heir, Female only or Minors only as legal heirs**, the following will also be submitted: -
    - i) Press publication as per specimen.
    - ii) Affidavits from two reliable witnesses (deceased's relatives) as per specimen.
    - iii) Witnesses nominated by the legal heirs (in case of single legal heir) will appear before DHA designated officer and will sign affidavit under camera. Affidavit will be attested by the gazetted officer with his CNIC number.
  - m. Letter of Administration from the Court, in case of dispute.
2. **Submission of Documents.** The completed documents may be submitted to DHA By Post or By Hand through any one of the heirs (for heirs outside Karachi ONLY). For heirs residing in Karachi, documents be submitted PERSONALLY by any one of the heirs.
3. Once the legal heir documents have been accepted by the DHA Designated officer, please go over to the Accounts Branch (Cash Counter). The accounts branch will make necessary endorsement on the covering letter and then Transfer Documents be deposited at the Reception Counter. A Computerised Receipt will be issued by the Reception Counter.
4. **Ensure inclusion of deceased's parents in legal heirs if alive otherwise their death certificates may be provided alongwith transfer documents.**

**Notes:**

1. After the requirements given above are met, Defence Housing Authority would scrutinise the papers and hand over /post, draft Press Publication to the Legal heir for necessary publication in newspapers published from Karachi and the city/province of the deceased's residence.
2. In case of any query/clarification, the senior legal heir or any one of the legal heir may be called for for his personal appearance before DHA designated officer for Interview/briefing as per DHA procedure interview in DHA.
3. Legal heirs will obtain Cat 'C' membership if already not held with Authority.
4. **Attestation of Affidavits**
  - Affidavit executed within Karachi (Pakistan) be got attested by Oath Commissioner/Notary Public/ Nazim concerned.
  - Affidavit executed outside Karachi (within Pakistan) be got attested by 1<sup>st</sup> class Magistrate/Nazim concerned.
  - Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad or the Consulate General.