

PAKISTAN DEENCE OFFICERS HOUSING AUTHORITY – KARACHI

AMALGAMATION – LEASED PROPERTY
(INSTRUCTION SLIP)

1. To apply for amalgamation of property, following documents are required to be submitted:-
 - a. Covering Letter requesting for amalgamation of plots.
 - b. 01 copy of original site plan issued by MEO.
 - c. 01 Photocopy of Amalgamation Letter (Owner's copy) issued by MEO Karachi.
 - d. DHA's copy (original) of amalgamation letter issued by MEO Karachi.
 - e. 1x photocopies of CNIC duly attested by Oath Commissioner.
 - f. 01 x photocopy of valid DHA membership card/receipt.
 - g. In case of more than one owner, a consent letter from all the co-sharers be attached, indicating/mentioning the address on which the correspondence is to be made, however, addresses & telephone numbers of all co-sharer be written under each name.
 - h. In case of 'A' lease of any plot, original surrender deed required (If applicable).
2. Once the amalgamation documents have been accepted, please pay the fee in the Accts cash Counter. The Accts Brach will make the necessary endorsement on the covering letter.
3. The applicant will deposit the duly endorsed application by Acct Cash Counter/Acct branch at the Reception Counter T&R Dte and obtain a receipt. The receipt will indicate the date of collection subject to no violations/observation etc.

Notes:

1. All fees are subject to change without notice.
2. Before making out a Pay Order/Bank Draft please find out the outstanding dues and current rate of Fee from Account Branch.