

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI
HIBA ZABANI BILA EWAZ
(INSTRUCTION SLIP)

1. To apply for transfer of plot by Hiba Zabani Bila Ewaz following documents are required to be submitted: -
 - a. Covering letter signed by the owner with additional three signatures for signing in the presence of DHA Designated Officer (**Specimen attached**).
 - b. An affidavit (**Specimen attached**) on Rs. 100/- (Per Donor) Stamp Paper duly attested by an Oath Commissioner.
 - c. 1x Attested photocopy each of CNIC/NICOP/(Front & Rear on same side) Passport of donor & donee.
 - d. Two attested photographs of the transferee/donee (Not more than 6 months old).
 - e. All original letters issued by DHA i.e original Allotment Order, original Transfer Order, original Division Order and original Adjustment Letter etc to be attached with transfer documents.
 - f. In case of loss of any title document (Para 1e) Allottee/owner must apply for CTC of the said, according to CTC procedure (Instruction slip & Specimen uploaded on DHA Karachi website) and attach CTC with transfer documents.
 - g. Undertaking for Loan Mortgage of Plot by Donor, if loan availed.
 - h. In case of Hiba of plot in the name of more than one owner, a consent letter from all co-sharers be attached, indicating/mentioning the address / cell no on which the correspondence is to be made.
 - i. GHQ NOC, in case of transferer of property of Armed Forces allottee officer.
 - j. Photocopies of valid DHA M/ship card or copy of Receipt of both Donor and Donee.
 - k. Acceptance letter by the donee be attached.
 - l. In case property (Phase VII Extn) (Phase VII kh-e-Saadi, Kh-e-Abbasi & Kh-e-Rizwan) with Construction thereon, completion plan certificate, undertaking from seller on Rs. 100/- by valid CBC Tax paid Bill copy are required.
 - m. In case property of Creek Vista, Indemnity Bond from buyer (**attested by Oath Commissioner / Notary Public**), Valid CBC tax paid bill copy and NOC required, from Creek Vista.
2. Ensure all dues on the plot are cleared.
3. After ‘Sign Before’ on the transfer documents, the Designated Officer will return the documents to the Donor (Transferor).
4. Transfer documents are required to be resubmitted in T&R Dte for preparation of new transfer order after payment of Transfer fee/dues in the Account Branch. The Account Branch will make necessary endorsement on the covering letter as well.

5. The receipt issued on resubmission of transfer documents will indicate the date of collection of New Transfer Order. In case of receipt lost owner pay 750/- in DHA Cash Counter.

Notes:

1. All fees are subject to change without notice.
2. For urgent sign before, AD (T&R) may be contacted prior to depositing of fee in Finance Department.
3. For urgent processing of transfer letter within 5 working days contact AD(T&R) for approval.
4. **NORMAL “Sign Before” for Transfer** will be conducted on **next day** of depositing the transfer papers.
5. **URGENT “Sign Before”for Transfer** will be conducted on the **same day** by depositing emergent fee as per procedure, provided Transfer papers are deposited before **1200 hrs** on same day.

6. Attestation of Affidavits

- a. Affidavit executed inland to be attested from Oath Commissioner//Notary Public.
- b. Affidavit executed outside Pakistan be attested from area Oath Commissioner/Consulate/Pak Embassy.
- c. Up to maximum five corrections/amendments can be done on Affidavit.

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

Subject: MUTATION/TRANSFER OF NAME (BY HIBA ZABANI BILA EWAZ) IN
RESPECT OF PLOT NO. _____
MEASURING _____SQ YDS OR THEREABOUT SITUATED IN
PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY, KARACHI.

Dear Sir,

It is submitted that I/we have transferred (By Hiba Zabani Bila Ewaz) the above said plot
in favour of _____
Wife/Son/Daughter Of _____Muslim,
adult/Minor resident of _____
as per Affidavit No. _____ Dated _____.

It is requested that necessary Mutation/Transfer may kindly be effected in your record
and in future all the correspondence to be done directly with him/her at the above given address.

Thanking you,

Yours faithfully,

(Signature of Donor)
M/Ship No. _____

Specimen signature of Donor
(To be sign before DHA Officer)

- 1. _____
- 2. _____
- 3. _____

Thumb impression of Donor
(Before DHA Officer)

SPECIMEN AFFIDAVIT**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**
(HIBA ZABANI BILA EWAZ FOR MAJORS)

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

1. That we/I am duly registered in Category “ _____ “with the Pakistan Defence Officers Housing Authority, Karachi vide registration No. _____ and we/I was allotted /transferred a plot of Land bearing No. _____ in the said Authority, measuring _____ Sq Yds.

2. That on account of natural love and affection which we/I bear to my Wife/Son/Daughter/ Mrs/Mr/Miss _____ CNIC No. _____ on _____ in the presence of Mr. _____ and Mr. _____, we/I, by HIBA ZABANI BILA EWAZ, gifted away the above said property to my _____ who is now the owner of the property.

3. That by virtue of Regulation No.9 made by the Executive Board of the Authority we/I hereby return Original Allotment Order/Transfer Order/Division Order No. _____ dated _____ for cancellation and relinquish the above said Allotment /Transfer/Division of plot in my/our name in favour of Mr/Miss/Mrs _____ s/o,d/o,w/o _____ Muslim, adult R/O _____ who is also registered in Category _____ with the Authority vide Registration No. DHA/ _____.

4. That having relinquished the plot to the above said Authority for transfer to _____ conferring full rights and possession of the plot upon the above said transferee.

5. That we/I have also handed over complete possession of my said plot to _____ on the same date i.e. _____ alongwith all the relevant documents pertaining to the property.

6. That we/I solemnly affirm and declare that the name of _____ should be entered in the records of Military Estates Office and of the Pakistan Defence Officers Housing Authority, Karachi, as the owner of the said property.

7. That we/I solemnly declare that we/I have no right, title or interest in the said property and Mr/Mrs _____ is the exclusive owner since _____.

8. That we/I understand that having transferred my said plot, we/I cannot claim another or a second Allotment of a residential plot in the said Authority.

9. That I/We understand the transfer can be stopped / with held at any stage by DHA in case of any observation revealed during the scrutiny/transfer process.

10. That whatever stated above is true.

Karachi,

(_____)

Dated _____

WITNESS:

Signature

CNIC Address CNIC No.

1. _____

2. _____

Shall be Printed Next Page

Acceptance Letter

I/We _____

Wife/Son/Daughter _____ of

_____ do

solemnly affirm that my _____ by means of HIBA ZABANI BILA EWAZ gifted away the property No. _____

Pakistan Defence Officers Housing Authority, Karachi in the presence of witnesses in my favour and that he put in possession as absolute owner of the above said property and that I have accepted the gift, Wife/Son/Daughter of _____

_____.

WITNESS:

1. _____

2. _____

Note:

To be executed on Rs 100/= Non-Judicial Paper (or as prescribed by the Government), signed and sworn before 1st Class Magistrate/Oath Commissioner.

DEPONENT

Attestation as per instruction slip

SPECIMEN AFFIDAVIT**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**
(HIBA ZABANI BILA EWAZ FOR MINORS)

I/We _____ s/o d/o w/o CNIC No.

 Muslim, _____ adult, _____ resident _____ of
 _____ in
 possession of my full faculties and by my own free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

1. That we/I am duly registered in Category “ _____ “ with the Pakistan Defence Officers Housing Authority, Karachi, vide registration No. _____ and we/I was allotted/transferred a plot of land bearing No. _____ measuring _____ in the said Authority.

2. That on account of natural love and affection which we/I bear to my minor son/daughter namely Miss/Master _____ we/I, _____ on _____ in the presence of have gifted away the whole/ _____ share in the above said plot to my/our said minor son/daughter who is now owner of the same.

3. That we/I have also handed over complete possession of my said plot through his/her father/mother Mr./Mrs. _____ r/o _____ who is also natural guardian of the minor on the same date i.e. _____ alongwith all relevant documents pertaining to the plot.

4. That the said gift had been accepted with possession thereof on behalf of the said minor on the said date in the presence of the witness above named and since then the ownership of the whole/ _____ share of the said plot has been vested in the name of the said minor.

5. That the name of the said minor (Donee) Miss/Master _____ should be accordingly entered in the records of M.E.O. and the Pakistan Defence Officers Housing Authority, Karachi, as owner/co-owner to the extent of his/her share in the said plot.

6. That we/I have No right, title or interest in the whole/ _____ share of the plot as gifted by me/us, and Miss/Master _____ is the owner of the same since _____

7. That we/I understand that having transferred by way of oral gift the said plot/share in the said plot, we/I cannot claim another/or a second allotment of a plot in the said Authority.

Place _____ Date _____

WITNESSES:

(_____)

Signature

CNIC Address CNIC No.

1. _____

2. _____

Shall be Printed Next Page

Acceptance Letter

I Mr. _____ s/o/d/o/w/o _____ as Guardian of Master/Miss _____ Minor, solemnly affirm that I namely Mr. _____ by 'Hiba Zabani Bila Ewaz' gifted away the property/plot No. _____ with construction thereon, in presence of the under-mentioned Witnesses in favour of my Son/Daughter/Grandson/Granddaughter _____ and have delivered all the documents pertaining to the property and that he/she is now in full possession and absolute owner of the above said property and that he/she is now in full possession and absolute owner of the above said property and I have accepted the Gift on behalf of Master/Miss _____ Minor as Guardian.

Place _____ Date _____ Guardian

FATHER (_____)

WITNESSES:

1. _____

SIGNED FOR AND ON BEHALF OF

2. _____

NOTE: To be executed on Rs 100/= Non-Judicial Paper (or as prescribed by the Government), signed and sworn before 1st Class Magistrate/Oath Commissioner.

Attestation as per instruction slip

UNDER TAKING FOR**LOAN MORTGAGE OF PLOT IN DEFENCE HOUSING AUTHORITY**

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

CNIC No. _____ Muslim, adult and resident of _____

do hereby solemnly affirm and undertake as under: -

1. That we/I am the Allottee/Transferee of the Plot No: _____ Street No: _____ Phase: _____ Measuring _____ Sq Yds, or thereabout, situated in Defence Officer's Housing Authority, Karachi, and the same is still subsisting.

2. That we/I have not Executed or Registered Lease of the plot in question.

3. That we/I have not been issued No Objection Certificate for Mortgage or sale or plot.

4. That we/I have not drawn any loan against the plot or Mortgaged.

DEPONENT