

DHA – KARACHI
LEGAL HEIRS TRANSFER DECEASED MILITARY PERSONS)
(SERVICE BENEFIT)

1. Following documents to be deposited:-

- a. Application and Affidavit of Rs.100/- for Transfer to Legal Heirs signed by all Legal Heirs. (Specimen attached).
- b. CNIC/ NICOP/POC and death certificate (preferable from NADRA) of deceased.
- c. CNIC/NICOP/POC/Form B where applicable of all Legal Heirs.
- d. All original letters issued by DHA i.e original intimation letter, original Allotment order, original Adjustment letter, original Transfer Order and original Division Order (whichever is applicable).
- e. In case of loss of document(s) mentioned at para 1d, apply for CTC of the same duly signed by all Legal Heirs.
- f. Three specimen signatures of each Legal Heirs on plain paper.
- g. 1x Photograph of all Legal Heirs.
- h. Consent letter in case of more than one Legal Heir (specimen attached).
- i. Deceased parents are to be included as Legal Heirs, if dead than death certificate would be required.
- j. Interview of the Legal Heirs will be conducted, where required.
- k. GHQ permission to transfer of plot to NOKs/Legal Heirs.
- l. **In case of single heir/ Female (s) only/ Minors as legal heirs and unmarried (deceased) Letter of Administration from the High Court according to the Law of inheritance is required.**
- m. Public Notice in **two** National Daily Newspapers with photograph of the deceased published (one in Urdu and one in English) from Karachi. In case deceased's residential address is outside of Karachi then Public Notice published in daily Newspaper of the City/Province of the deceased would also be required in addition (Specimen attached).
- n. Documents should be submitted **in person**, for kci based persons. Legal heirs residing outside Karachi may submit documents by Post or By Hand which is convenient.
- o. After provisional check and accept Bank draft of Rs. 5000/- is to be deposited.
- p. On transfer to Legal Heirs if any discrepancy found during scrutiny eg Mortgage / Issue of GPA or any other observation the same will be mentioned on Transfer Order as caution.
- q. Court succession Certificate in Original or CTC (Certified True Copy).

2. Attestation of Affidavits

- a. Affidavit Rs 100/- within Karachi be attested by Oath Commissioner/Notary Public.
- b. Affidavit outside Karachi be attested by 1st class Magistrate.
- c. Affidavits executed abroad be attested from authorised officer of Pak Embassy Abroad or the Consulate General.

d. All above mentioned documents to be attested except para 1e.

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

Subject: **TRANSFER OF PLOT IN THE NAMES OF LEGAL HEIRS**

Dear Sir,

It is submitted that we/I am the legal heir (together with Son/Daughter/Father /Mother namely _____ of Late Mr/Mrs _____ in respect of his/her Plot No. _____ Sq Yds or thereabout situated in Pakistan Defence Officers Housing Authority, Karachi.

That Mr/Mrs _____ died on _____ a death certificate is enclosed herewith.

I/we therefore request you to please transfer the above said plot in our names.

Thanking you,

Yours faithfully,

S.No	Name	Relation with deceased	Signature
1			
2			
3			
4			
5			
6			

To be typed on Rs. 100 Stamp paper

SPECIMEN AFFIDAVIT

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI

(LEGAL HEIRS)

1. I/We _____ Widow/Father/Mother/Sons/
 Daughter etc, of Late _____ R/O
 _____ do hereby state on solemn affirmation
 as under: -

That late _____ was a bonafide member of the Pakistan Defence Officers Housing Authority, Karachi vide Membership No. DHA/ _____ and was Allotted/Transferred a plot No. _____, Street/Lane _____, Measuring _____Sq Yds. He/She being a SUNNI/SHIA Muslim died on _____, a Death Certificate is enclosed. He/She left behind the following legal heirs under SUNNI/SHIA Muslim Law: -

S.No.	Name of legal heirs	Relation with deceased	Age	Signature
1			Yrs	
2			Yrs	
3			Yrs	
4			Yrs	
5			Yrs	

2. That I/We understand the Sign Before (Legal Heirs) can be stopped / withheld at any stage by DHA in case of any Observation revealed during the scrutiny / Transfer process till issuance of Transfer Order.
3. That whatever is stated above is true to the best of my / our knowledge and belief.
4. I/We will abide by the rules of DHA.

DEPONENT

SPECIMEN

To: The Administrator
Defence Housing Authority,
Karachi.

Subject: **Consent Letter – Despatch of Documents to Legal Heirs**

Dear Sir,

I / We have applied for transfer of Property/Plot No. _____
_____ in the name of legal heirs of (Late) _____
_____. The correspondence/title documents may be despatched as we hereby
jointly and severally request that the same may be delivered to Mr/Miss/Mrs _____
(Co-Sharer) at the following address held on record of the said member.

Address:-

Thanking you,

Yours faithfully,

1. -----
(Name & Signature)

2. -----
(Name & Signature)

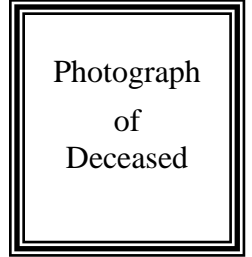
3. -----
(Name & Signature)

4. _____
(Name & Signature)

PUBLIC NOTICE

Pakistan Defence Officers Housing Authority Karachi

It is to inform the general public that Mr/Mrs _____
S/W/O _____ R/o _____ having
following plot / plots in DHA Karachi, has expired on _____:-



- a. _____, Phase-VI, Measuring _____ Sq Yds (Approx)
b. _____, Phase-V, Measuring _____ Sq Yds (Approx)

His following legal heirs have applied for transfer of the above plots in their names:-

<u>S/No</u>	<u>Name of Legal Heirs</u>	-	<u>Relationship</u>
a.	_____	-	_____
b.	_____	-	_____
c.	_____	-	_____

Any one having any claim / objection should notify Director Transfer & Record DHA Karachi in writing within fifteen days after which no claim / objection shall be entertained by this Authority.

- Note:
1. Strike out whichever is not applicable.
 2. Publication be made in following with photograph of deceased:-
 - a. **English Morning Daily**, Dawn, The News, The Nation, Daily Times, Financial Post, Frontier Post and Baluchistan Times.
 - b. **Urdu Morning Daily**, Jang, Nawa-e-Waqt, Dunya, Express, Amn, Jasarat, Mashriq and Aaj Kal. Daily Dunya

WITNESS AFFIDAVIT

1. I, _____ S / D / W / O _____
 CNIC No. _____ Adult Muslim, Resident of _____

_____ ,
 in possession of my full faculties, sense and of my free Will and without coercion or duress do hereby solemnly affirm and declare as under: -

2. That I personally know the deceased Mr / Mrs _____ S/W/O _____ and his / her family, Resident of _____ . He/She is my relative and has expired on _____ at _____ .

3. That as per my knowledge the following are the surviving legal heirs of deceased: -

<u>S.No.</u>	<u>Name of Legal Heirs</u>	<u>Relationship</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

That whatever is stated above is true and correct to the best of my knowledge and belief.

DEPONENT

Signature _____

Name _____

Dated _____

LEGAL HEIRS TRANSFER (NOKs OF SHAHEED / DECEASED MILITARY PERSONS)**Addition**

1. Inclusion of deceased's parents in legal heirs if alive otherwise their death certificates be provided.
2. Court Order (Original) be provided in the light of Law of Inheritance (Including parents if alive and if parents are not alive then Brothers & Sisters of the deceased) of Sunni Sect in case of single heir / Female (s) / Minors as legal heirs.

Deletion

1. Verification of death certificate from concerned Union Council.
2. Heirship certificate attested by 1st class Magistrate.
3. Verification of family details from AHQ/NHQ & GHQ (CORO).

AG's Branch (W&R Directorate)
DHA's Cell (W&R-9)
GHQ, Rawalpindi

Subject: **Transfer of Plot NOK's Legal Heirs of Offrs**

It is submitted that we/I am the legal heir (together with Son/Daughter/Father/Mother namely _____ of Late Mr/Mrs _____ in respect of his/her plot No. _____ Sq Yds or thereabout situated in Pakistan Defence Officers Housing Authority, Karachi.

That Mr/Mrs _____ died on _____ a death certificate is enclosed herewith.

I/We therefore request you to please issue NOC for transfer of the a/m plot in our names. Following documents are enclosed herewith please:-

- a) Court Succession Certificate in Original or CTC (Certified True Copy)
- b) Photocopy of Intimation/Almt ltr (Readable)
- c) Photocopy of Death Certificate of Offr
- d) Photocopy of death certificate of NOK's /Legal Heirs (in case of death)
- e) Photocopies of CNICs of NOKs/Legal Heirs and Form "B" were applicable
- f) Photocopy of Court Surrendered Cert/Proof (in case of surrendered of share by NOKs/Legal Heirs.
- g) Readable copy of MS Branch Release / Retirement Order (only for retired officers

Yours faithfully

Postal Address & Contact No

S.No	Name	Relation with deceased	Signature
1			
2			
3			
4			
5			
6			

Note : Registered mail is suggested instead of Courier Service