

DHA CITY

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

1. To apply for transfer of plot by Hiba Zabani Bila Ewaz (Gift) following documents are required to be submitted: -

- a. Covering letter signed by the owner (Specimen attached).
- b. An affidavit for Transfer (specimen attached) on Rs.100/-(per donor) stamp paper duly attested by an oath commissioner.
- c. **1x photocopy of attested CNIC of each (Colour copy) i.e. donor & donee and 2 x witnesses.**
- d. **Affidavit from donor (specimen attached) duly signed by owner alongwith two witnesses signatures.**
- e. Two attested photographs of the transferee/donee. **(Not more than 6 months old) with blue back ground.**
- f. **Affidavit from donee (specimen attached).**
- g. **Consent Letter (specimen attached).** In case of Hiba of plot in the name 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.
- h. **An affidavit (specimen attached) in case loss of Provisional Intimation Letter.**
- i. **Original Information Letter/intimation letter/allotment letter/Allocation Letter/Relocation Letter /Adjustment Letter /Transfer Order Allotment Order/Division Order/ Amalgamation Letter (Whichever is applicable)etc. to be returned for cancellation.**
- j. In case of loss of any of the title document, Allottee / Owner must apply for CTC of the said, according to CTC procedure (instruction slip & Specimen uploaded on DCK website) and attach CTC with transfer documents.
- k. **GHQ NOC is required in case of transfer by Armed Forces allottee officers, NOK of Shuhada, NOK of ISD/ war wounded personnel, KPT NOC for allotted plot to KPT employees, DHA NOC for allotted plot to DHA employees (staff benefit only).**
- l. **NOC NOT Required SVC Benefit plot Altd to JCO,s/Havs (Qual Only),Compensatory benefit plot altd to war wounded pers completely incapacitated Indls, Gallantry Award Holders, International Gold Medallists, Open Ballot Plot(In Def Quota)**

- m. **DNFBP, s Certificate is required to be attached by Real Estate Agent otherwise if individual is submitting Documents himself then attached ATL certificate.**
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 applicant.
 4. The applicant to pay the transfer fee in the Account Branch. The Account Branch will make necessary endorsement on the covering letter.
 5. Applicant to deposit the Transfer Documents at the Reception Counter after Sign before within a month and obtain a **computerised** receipt. The receipt will indicate the date of collection. **In case receipt lost owner pay 750/- in DHA City Finance Cash Counter.**

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 Accounts Branch.
 3. **URGENT "Sign Before" for transfer will be conducted on the same day by depositing emergent fee as per procedure, provided transfer paper are deposited before 1200 hrs same day.**
 4. In case you desire your case to be processed on urgent basis, on payment of requisite emergent fee, please contact the Addl Director/Deputy Director **Transfer & Record DCK** for necessary endorsement before paying the fees/submitting the documents at the Reception Counter.
 5. **Digital Photograph taken within the last six months will be accepted.**
 6. **Validity of CNIC/NICOP/POC/ Passport should be more than 3 months.**
 7. **Attestation of Affidavits**
 - Affidavit executed in land be got attested by Oath Commissioner.
 - Affidavits executed outside Pakistan be got attested from **area Oath Commissioner.**
 - **Up to maximum five correction. Amendments can be done on affidavit**
- .In case Sign before Case deposit receipt lost owner pay 500/- in DHA City cash counter.**

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

Subject: MUTATION/TRANSFER OF NAME (BY HIBA ZABANI BILA EWAZ) IN RESPECT OF
PLOT FILE NO _____ PLOT NO _____ SECTOR _____ SUB
SECTOR _____ MEASURING _____ SQ YDS VIDE DHA
CITY/____/____/____ DATED _____, SITUATED IN DHA CITY PAKISTAN
DEFENCE OFFICERS HOUSING AUTHORITY, KARACHI.

Dear Sir,

It is submitted that I/we have transferred (By HibaZabaniBilaEwaz) the above said plot in favour
of _____
Wife/Son/Daughter CNIC No. _____ 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)

Name _____

CNIC No _____

Membership No _____

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

SPECIMEN AFFIDAVIT**(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, (DHA City) Karachi vide registration No. _____ and we/I was allotted /transferred a plot File No _____ plot no. _____ Sector _____ Sub Sector _____ Measuring _____ sq yds situated at DHA City Karachi vide **Original Title document Information Letter/intimation letter/allotment letter/Allocation Letter/Relocation Letter /Adjustment Letter /Transfer Order Allotment Order/Division Order/ Amalgamation Letter** No _____ dated _____, Pakistan Defence Officers Housing Authority (DHA City),.

2. That on account of natural love and affection which we/I bear to my Wife/Son/Daughter/ Mrs/Mr/Miss _____ 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 Information Letter/intimation letter/allotment letter/Allocation Letter/Relocation Letter /Adjustment Letter /Transfer Order Allotment Order/Division Order/ Amalgamation Letter**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 _____ CNIC No _____ Muslim, adult R/O _____ who is also registered in **Membership No** _____ with the Authority vide Membership 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, (DHA City), 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 whatever is stated above is true.

DEPONENT
(Signature of Donor)

Name _____

CNIC No _____

Membership No _____

Karachi,
(_____))
Dated _____

WITNESS:

1. Name : _____
CNIC No _____

2. Name : _____
CNIC No _____

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.

SPECIMEN AFFIDAVIT**(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, (DHA CITY) Karachi, vide registration no. _____ and we/I was allotted/transferred a plot of land bearing Plot File No _____ plot no. _____ Sector _____ Sub Sector _____ Measuring _____ sq yds situated at DHA City Karachi vide **Original Title document Information Letter/intimation letter/allotment letter/Allocation Letter/Relocation Letter /Adjustment Letter /Transfer Order Allotment Order/Division Order/ Amalgamation Letter** No _____ dated _____, Pakistan Defence Officers Housing Authority (DHA City) Karachi,.

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, (DHA City), 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 can not claim another/or a second allotment of a plot in the said Authority.

Place _____ Date _____

DEPONENT

(Signature of Donor)

Name _____

CNIC No _____

Membership No _____

WITNESS:

1. Name : _____
CNIC No _____

2. Name : _____
CNIC No _____

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.

ACCEPTANCE LETTER

I/We _____
 Wife/Son/Daughter CNIC No. _____ of _____
 do solemnly affirm that my _____ by names of HIBA ZABANI BILA EWAZ gifted away the vide **Original Information Letter/intimation letter/allotment letter/Allocation Letter/Relocation Letter /Adjustment Letter /Transfer Order Allotment Order/Division Order/ Amalgamation Letter** No. _____ dated _____ 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. Name: _____
 CNIC No _____
2. Name: _____
 CNIC No _____

DEPONENT
 (Signature of Donee)

Name _____

CNIC No _____

SPECIMEN

NO LOAN/ UNDERTAKING AFFIDAVIT

I/we _____, adult, resident of _____, in possession of my full faculties and sense and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under: -

1. That I am the allottee of File No _____ plot no. _____ Sector _____ Sub Sector _____ Measuring _____ sq yds situated at DHA City Karachi vide **Original Title document Information Letter/intimation letter/allotment letter/Allocation Letter/Relocation Letter /Adjustment Letter /Transfer Order Allotment Order/Division Order/ Amalgamation Letter** No _____ dated _____, Pakistan Defence Officers Housing Authority (DHA City), and that the plot is free from all claims, liens, charges and encumbrances whatsoever.
2. That I have not stood surety or guarantor of any person against any loan from any Bank or Organization in any form or manner in respect of said plot.
3. That I have not drawn any loan against the plot from any Bank or Cooperative Society nor does any liability exist against it.
4. That we/I have not execute or Register Lease of the plot in question.
5. That we/I have not been issued No Objection Certificate for Mortgage or sale or plot.
6. That we/I have not drawn any loan against the plot or Mortgaged.
7. That this affidavit is being made under Section No 5 (I) of the West Pakistan (Repayment of Loan) Amendment Ordinance 1966.
8. That whatever is stated above is correct to the best of my knowledge and belief.

DEPONENT
(Signature of Donor)

Name _____

CNIC No _____

Membership No _____

SPECIMEN

INDEMNITY BOND BY THE DONOR

I/we _____ S/O _____, CNIC No. _____
 _____ adult, resident of _____,
 do hereby undertake to indemnify as under: -

1. That I have sold my Plot File No _____ plot no. _____ Sector _____ Sub Sector _____ Measuring _____ sq yds situated at DHA City Karachi vide **Original Title document Information Letter/intimation letter/allotment letter/Allocation Letter/Relocation Letter /Adjustment Letter /Transfer Order Allotment Order/Division Order/ Amalgamation Letter** No _____ dated _____, Pakistan Defence Officers Housing Authority (DHA City), to Mr _____ s/o _____, Muslim, adult, holding CNIC No _____, presently residing at _____, with my own and free consent.
2. That I have agreed and signed the Sale Agreement mutually, peacefully and this deal/transaction is between my-self and the Buyer and DHA has nothing to do with it.
3. That this deal is mutually finalized between the Buyer and the Seller and DHA has nothing to do with it nor in future I will claim and help/assistance from them.
4. That all disputes of Seller/Buyer will be sorted out mutually and DHA will not be included legally in case there is any litigation.
5. That the documents produced for the Transfer of the plot to the concerned authorities are correct up to date and not fake.
6. Sale dealings are finalized in front of two witnesses and DHA will not be blamed for this transaction by me.

DEPONENT
 (Signature of Donor)

Name _____

CNIC No _____

Membership No _____

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 (_____)

Signed For And On Behalf Of

WITNESS:

1. Name : _____
 CNIC No _____
2. Name : _____
 CNIC No _____

SPECIMEN

INDEMNITY BOND BY THE DONEE

I/we _____ S/O _____, CNIC No. _____ adult,
resident of _____,
do hereby undertake to indemnify as under: -

1. That I have purchased the File No _____ plot no. _____ Sector _____ Sub Sector _____ Measuring _____ sq yds situated at DHA City Karachi vide **Original Title document Information Letter/intimation letter/allotment letter/Allocation Letter/Relocation Letter /Adjustment Letter /Transfer Order Allotment Order/Division Order/ Amalgamation Letter** No _____ dated _____, Pakistan Defence Officers Housing Authority (DHA City), from Mr _____ s/o _____, Muslim, adult, holding CNIC No _____, resident of _____ with my own and free consent.
2. That I have agreed and signed the Sale Agreement mutually, peacefully and this deal/transaction is between me and the Seller and DHA has nothing to do with it.
3. That this deal is mutually finalized between the Buyer and the Seller and DHA has nothing to do with it nor in future I will claim any help/assistance from them.
4. That all disputes of Seller/Buyer will be sorted out mutually and DHA will not be included legally in case there is any litigation.
5. That the documents produced for the Transfer of the plot to the concerned authorities are correct upto date not fake.
6. Sale dealings are finalized in front of two witnesses and DHA will not be blamed for this transaction by me.
7. That I am aware of the outstanding instalments against the plot and shall pay all instalments on due date and any increase in charges as proposed/administrated by DHA from time to time will be accepted.
8. That my DHA City Membership number is _____.

DEPONENT
(Signature of Donee)

Name _____

CNIC No _____

Membership No _____