

# DHA CITY

## PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI TRANSFER OF PLOT (Instructions Slip)

1. To apply for transfer of plot following documents are required to be submitted: -
  - a. Covering letter from Seller (\*Specimen attached) requesting for transfer of a plot (with additional three signatures) for Sign Before in the presence of officer of Defence Housing Authority.
  - b. **Transfer Affidavit on Rs.100/ Stamp paper (Specimen Attached) duly attested.**
  - c. **Affidavit (Loan & indemnity Bond) from seller/purchaser (specimen attached) duly signed.**
  - d. **An affidavit (specimen attached) in case loss of Provisional Intimation Letter.**
  - e. **In case of Transfer of plot in the name of more than one owner, a consent letter from all the co-shares is required to be attached, indicating / mentioning the name and address of the co-sharer on which the correspondence is to be made (Specimen attached).**
  - f. **Original Title document Information Letter/intimation letter/allotment letter/Allocation Letter/Relocation Letter /Adjustment Letter /Transfer Order Allotment Order/Division Order/ Amalgamation Letter (Whichever is applicable) is required to be attached with Transfer Documents.**
  - g. 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.
  - h. **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).**
  - i. **NOC NOT Required for SVC Benefit plot Altd to JCOs, /Havs (Qual Only), Compensatory benefit plot altd to war wounded personnel completely incapacitated Individuals, Gallantry Award Holders, International Gold Medallists, and Open Ballot Plot (In Def Quota)**
  - j. 2 x passport size photograph of both parties i.e Seller & Buyer.(attested)
  - k. 2 x Colour Photocopies of valid Computerized National Identity Cards of both parties i.e. Seller & Buyer. (attested)
  - l. Attach attested copies of deposit slips of payments, made towards the DHA (Finance Directorate DCK).
  - m. **NOC is required from Corporate Sector / Company / Trust property on its title head paper.**
  - n. **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 25% of remaining balance of plot has been paid.
3. **Attach CGT and Advance Tax paid receipt for all sizes of commercial and Residential plots.**
4. After 'Sign Before' the Tfr officer will return the documents to the applicant.
5. The applicant to pay the transfer fee in the Account Branch. The Account Branch Counter will make necessary endorsement on the covering letter.
6. While depositing transfer fee and other dues of plot the applicant will deposit the complete transfer case in person to Fin Dte DCK by 1530 hours for issuance of A/C statement duly endorsed by Fin Dte DCK.
7. The Fin Dte DCK will return the Tfr case along with A/C statement after 24 hours to the applicant.
8. The receiving clerk at the time of collection of Tfr documents at the Reception Counter will ensure the following :-
  - a. That A/C statement is attached with the Tfr case duly endorsed by the Fin Dte DCK.
  - b. That all observations have been cleared and initialled by the Transfer Officer.
10. The following payments / dues charges have been cleared received by the Fin Dte DCK:-
  - a. Late submission of Tfr case charges (if any).

- b. Payment of instalments (if become due).
  - c. Attachment of fresh A/C statement duly endorsed by Fin Dte DCK in case showing above (two transactions).
11. Transfer documents are required to be deposited at the reception (**Counter**) **within 1 month** days of Sign Before. **Computerised** receipt issued will indicate the date of collection.

**Notes:**

- a. All fees are subject to change without notice.
- b. Before making out a Pay Order/Bank Draft, please find out the outstanding dues and current rate of Fee from Accounts Branch Counter.
- c. **Normal Sign Before will be conducted on the next day of depositing the transfer papers.**
- d. **Urgent Sign Before will be conducted same day with depositing emergent fees amount as per procedure.**
- e. In case you desire your case to be processed on urgent basis, on payment of requisite emergent fee, please contact the Addl Director DCK for necessary endorsement before paying the fee / submitting the documents at the counter.
- f. Ensure updation of change of address and change of name before transfer of plot.
- g. Presence of seller is mandatory at the time of Sign Before at DHA City Karachi.
- h. Sign Before will be executed as per procedure after submission of Transfer documents at DCK counter subject to clearance through scrutiny.
- j. **URGENT "Sign Before" for transfer will be conducted on the same day by depositing emergent fee amount as per procedure, provided transfer paper are deposited before 1200 hrs same day.**
- k. For Transfer through court, the Transfer papers are to be prepared after getting briefing from **Deputy Director T&R (DCK)**.
- l. **In case Sign before Case deposit receipt lost owner pay 500/- in DHA City cash counter.**
- m. **No Demand Certificate (NDC) is mandatory for all type of transfer (Less Legal Heirs/Hiba).**

12. **Attestation of Affidavits.**

- Affidavit executed within Inland be got attested from Oath Commissioner/Notary Public/ Nazim concerned.
- Affidavits executed outside Pakistan be got attested from **area Oath Commissioner/Embassy/Consulate.**
- **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.**

13. **Suggestion**

- a. **Information on web site that in case the person cannot come to DHA office for Transfer in land or abroad. Service of Transfer officer visit at house can be requested.**
- b. **JCO/NCO seller to be advised /bound not the take huge amount of cash in pocket.**

**SPECIMEN**

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

Subject: TRANSFER OF NAME IN RESPECT OF **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 have transferred the above said plot in favour of  
\_\_\_\_\_, S/o \_\_\_\_\_, CNIC  
No. \_\_\_\_\_ Muslim \_\_\_\_\_ adult, \_\_\_\_\_ R/o  
\_\_\_\_\_ as per Transfer Affidavit No.  
\_\_\_\_\_ dated \_\_\_\_\_.

It is requested that necessary Transfer may kindly be effected in your records and in future all  
correspondence be done directly with him at the given address.

Thanking you,

Yours faithfully,

**Name** \_\_\_\_\_

**CNIC No** \_\_\_\_\_

**Membership No** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**SPECIMEN****PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**  
**TRANSFER AFFIDAVIT (DHA CITY)****NOTE: - TO BE TYPED ON RS. 100/- NON JUDICIAL STAMP PAPER**

I/We \_\_\_\_\_

s/o/d/o/w/o \_\_\_\_\_

\_\_\_\_\_, CNIC No. \_\_\_\_\_ Muslim Adult, R/o: \_\_\_\_\_ in possession of my full faculties and senses of my free will and without any coercion or duress do hereby solemnly affirm and state on oath 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/Membership No.** \_\_\_\_\_ and we/I was allotted/transferred a plot of land bearing No. \_\_\_\_\_ measuring \_\_\_\_\_ sq yds vide DHA City/ \_\_\_\_\_ dated \_\_\_\_\_ or thereabout situated in the said Housing Authority **\*\***(and subsequently the said plot was divided as \_\_\_\_\_ Street \_\_\_\_\_ Phase \_\_\_\_\_ each measuring \_\_\_\_\_ sq yds respectively).

2. That by virtue of Regulation **No.9** made by the Executive Board of the Defence Housing Authority (DHA City), we/I hereby return **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 \_\_\_\_\_ for cancellation and relinquish the above said Allotment /Transfer 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 Category \_\_\_\_\_ with the Authority vide **Membership/Registration No.** \_\_\_\_\_.

3. That having relinquished the plot to the above said Authority for transfer to \_\_\_\_\_, the plot be handed over to \_\_\_\_\_ conferring exclusive lease holds right and possession of the plot upon the above said transferee.

4. That we/I solemnly affirm and declare that the name of \_\_\_\_\_ be entered in the records of the Pakistan Defence Officers Housing Authority, (DHA City), Karachi as the transferee the aforesaid property.

5. That we/I solemnly affirm and declare that we/I have now no right, title or interest in the said property and Mr/Miss/Mrs \_\_\_\_\_ is the exclusive owner of the same since \_\_\_\_\_.

6. That we/I understand that having transferred my said plot, I cannot claim another or a second allotment of Residential / Commercial Plot in the said property.

7. That we/I hereby certify that the said plot is an open and no construction has been carried out thereon. Sub 'A' / 'C' Lease has not been registered, if registered it has already been surrendered.

8. That whatever is stated above is true and correct to best of my/our knowledge and belief.

(\*\* This para is to be added in case of divided plot only)

**DEPONENT**

Name \_\_\_\_\_

CNIC No \_\_\_\_\_

Membership No. \_\_\_\_\_

**SPECIMEN**

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

Subject: **ISSUANCE /CANCELLATION OF ALLOTMENT ORDER**

Dear Sir,

We/I am , \_\_\_\_\_ CNIC No. \_\_\_\_\_ the Allottee of a plot of land bearing No. \_\_\_\_\_ measuring \_\_\_\_\_ Square Yards situated at DHA City, Defence Officers Housing Authority (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 \_\_\_\_\_ but formal Allotment Order in this respect has not yet been issued.

That We/I have cleared all the outstanding dues 25% payment of the plot and have signed the transfer documents of said plot in favour of Mr/Mrs/Miss \_\_\_\_\_.

It is requested that formal Allotment Order / Intimation Letter may be issued in my favour and cancel it in favour of \_\_\_\_\_ and get it enclosed alongwith the transfer documents for further process please.

Thanking you,

Yours faithfully,

Name : \_\_\_\_\_

CNIC No. \_\_\_\_\_

Address: \_\_\_\_\_

Membership No. \_\_\_\_\_

**SPECIMEN**

To: The Administrator  
Defence Housing Authority, (DHA City)  
**Karachi.**

Subject: **Consent Letter – Despatch of Documents to Joint Property Holders**

Dear Sir,

We have applied for \_\_\_\_\_ of Plot No. \_\_\_\_\_ measuring \_\_\_\_\_ sq yds jointly in  
(Specify Subject)

our names. The \_\_\_\_\_ may not be despatched: -  
(Specify document)

a. We hereby jointly and severally request that the same may be delivered to Mr/Miss/Mrs  
\_\_\_\_\_ (Co-Sharer).

b. The \_\_\_\_\_ may be despatched to  
Mr/Miss/Mrs \_\_\_\_\_  
(Specify documents)

(Co-Sharer) at the following address held on record of the said member:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thanking you,

Yours faithfully,

1. -----  
(Mr \_\_\_\_\_ )  
CNIC No. \_\_\_\_\_
2. -----  
(Mr \_\_\_\_\_ )  
CNIC No. \_\_\_\_\_
3. -----  
(Mr \_\_\_\_\_ )  
CNIC No. \_\_\_\_\_

**Note:** Please fill in, only the relevant portion, and score out others.

## SPECIMEN

**NO LOAN / UNDERTAKING AFFIDAVIT**

I/we \_\_\_\_\_, CNIC No. \_\_\_\_\_, 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 Plot File No \_\_\_\_\_ plot No. \_\_\_\_\_ Sector \_\_\_\_\_ Sub Sector \_\_\_\_\_ measuring \_\_\_\_\_ sq yds situated at DHA City, Pakistan Defence Officers Housing Authority, (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.** \_\_\_\_\_ dated \_\_\_\_\_ 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 this affidavit is being made under Section No 5 (I) of the West Pakistan (Repayment of Loan) Amendment Ordinance 1966.
5. That we/I have not executed or Registered sub 'A' Lease/'C' Lease of the plot in question.
6. That we/I have not been issued No Objection Certificate for Mortgage or sale or plot.
7. That we/I have not drawn any loan against the plot or Mortgaged.
8. That whatever is stated above is correct to the best of my knowledge and belief.

DEPONENT

Name \_\_\_\_\_

CNIC No \_\_\_\_\_

Membership No. \_\_\_\_\_

## SPECIMEN

**INDEMNITY BOND BY THE SELLER**

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

1. That I have sold my 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 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

Name \_\_\_\_\_

CNIC No \_\_\_\_\_

Membership No. \_\_\_\_\_

## SPECIMEN

**INDEMNITY BOND BY THE TRANSFEREE**

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), Karachi 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

Name \_\_\_\_\_

CNIC No \_\_\_\_\_

Membership No. \_\_\_\_\_