

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY CITY KARACHI

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

(Instructions Slip)

**TRANSFER OF PLOT WILL BE CARRIED OUT IN ACCORDANCE WITH ISLAMIC LAW OF
INHERITANCE FOR MUSLIM MEMBERS AND RESPECTIVE LAW OF INHERITANCE
FOR OTHER RELIGIONS.**

1. Following documents to be deposited: -

- a. Application and Affidavit Rs. 200/- for Transfer to legal heirs (Specimen attached).
- b. Provision of photocopy of Death Certificate preferably from NADRA and CNIC/NICOP/POC of the deceased.
- c. One readable and valid copy of CNIC/NICOP for Pakistani national/POC/Passport for Foreign national and Form 'B' where applicable of all the legal heirs.
- d. Original Intimation/Allotment Order/Adjustment and Transfer Order are required to be deposited.
- e. In case of loss of Title documents (para 1 (d)), the procedure of issue of CTC will be carried out by one of the legal heir, through consent letter.
- f. Fingerprints and three specimen signatures of each Legal Heir on plain papers separately (For Female, right hand and for Male, left hand).
- g. One latest photograph of each legal heir duly attested.
- h. Pay Order/Bank Draft of Rs. 10,000/- in favour of DHA City Karachi as processing fee **in case of 2nd Legal Heir transfer. On 1st Legal Heir transfer fee waive off by Competent authority.**
- j. Inclusion of deceased's parents in legal heirs if alive otherwise their death certificates be provided.
- k. In case of more than one Legal Heirs, a consent letter from all the co-sharers be attached, indicating/mentioning the address on which the correspondence is to be made.
- l. Copies of Publication of two National Daily Newspapers (**one in Urdu and one in English** at each place) published from Karachi and the City / Province of the deceased's residence.
- m. **GHQ Permission for transfer of plot to NOKs/Legal heirs.**
- n. In case of **single heir/ Female (s) only/ Minors as legal heirs**, two Witnesses nominated (close relatives with original CNIC) by the legal heirs will appear before DHA designated officer and will sign affidavit under camera. **OR** Letter of Administration from the Court.
- o. **In case of dispute case, will be decided by GHQ (Dispute Resolution Committee).**
- p. All legal heirs to obtain subsidized membership (Cat 'C') for use of one time only, if membership already NOT held with DHA.
- q. **NOC fee Rs. 2000/- in case of NADRA Succession Certificate.**

2. Procedure for Processing the Documents

- a. Issuance of check list of documents.
- b. Provisional checking of deposited documents for correctness, Statement of Accounts is obtained from Finance Dte DCK payable / clearance by legal heirs within one year.
- c. Resubmission of documents duly completed in all respect including Transfer processing fee by legal heir (s).

3. Upon submission of documents complete in all respect, duly check and accept case will be finalized within 15 days (Approx).

4. Attestation of Affidavits

- Affidavit inland be attested by Oath Commissioner/Notary Public.
- Affidavits executed abroad be attested from **authorized officer of Pak Embassy or the Consulate General.**

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 I/we am/are the legal heir/heirs (together with Son/Daughter/Father /Mother namely _____ of Late Mr/Mrs _____ in respect of his/her Plot File No. _____ Plot No _____ Sector No _____ Sub Sector _____ measuring _____ Sq Yds or thereabout situated in Pakistan Defence Officers Housing Authority City Karachi.

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

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

Thanking you,

Yours faithfully,

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

SPECIMEN AFFIDAVIT

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY CITY KARACHI

(LEGAL HEIRS)

(NOKs OF SHAHEED / DECEASED MILITARY PERSON)

1. I/We _____ Widow/Father/Mother/Son/ Daughter etc, of
Late _____ R/O _____

do hereby state on solemn affirmation as under: -

- a. That late _____ was a bonafide member of the Pakistan Defence Officers Housing Authority, Karachi City Karachi vide Membership No. DCK/ _____ and was Allotted/Transferred a plot file No. _____ Plot No _____ Sector No _____ Sub Sector _____, Measuring _____ Sq Yds. He/She being a SUNNI/SHIA Muslim died on _____ a Death Certificate is enclosed.
- b. 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 whatever is stated above is true to the best of my / our knowledge and belief.

DEPONENT

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 File No _____ Plot No _____
Sector No _____ Sub Sector _____, Measuring _____ Sq Yds 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. _____
(Mr/Miss/Mrs)
2. _____
(Mr/Miss/Mrs)
3. _____
(Mr/Miss/Mrs.)
4. _____
(Mr/Miss/Mrs)

PUBLIC NOTICE

Pakistan Defence Officers Housing Authority (City) Karachi

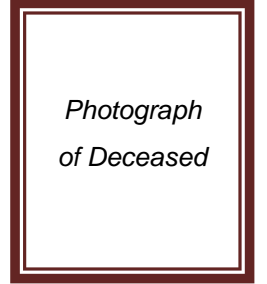
It is to inform the general public that Mr/Mrs _____

SW/O _____ R/o _____

having following plot / plots in DHA City Karachi has expired on _____ :-

a. Plot File No _____ Plot No _____ Sector No _____ Sub
Sector _____, measurement _____ Sq Yds

b. Plot File No _____ Plot No _____ Sector No _____ Sub Sector _____,
measurement _____ Sq Yds.



His/Her 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 to 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**, The Nation, Daily Times, Financial Post, Frontier Post and Baluchistan Times.
b. **Urdu Morning Daily**, Nawa-e-Waqt, Express, Amn, Jasarat, Mashriq and Aaj Kal. Daily Dunya

To be typed on Rs. 200 Stamp paper

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY CITY

KARACHI

WITNESS AFFIDAVIT

1. I/we _____ S/D/W/O _____
_____ CNIC _____ Adult Muslim, Resident of _____
_____ in possession of my/our full faculties, sense
and of my/our 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.	_____	_____

Witness No.1
 Signatures _____
 Name _____
 Son/Daughter of _____
 CNIC No _____
 Dated _____

Witness No. 2
 Signatures _____
 Name _____
 Son/Daughter of _____
 CNIC No _____
 Dated _____

DEPONENT

Signature _____

Name _____

Dated _____