



Pakistan Defence Officers Housing Authority

2-B, East Street, Ph-I, DHA, Karachi – 75500

UAN: 111-589-589

Extn: 2141

Website: <https://www.dhakarachi.org>

Email: dha@dhakarachi.org / info@dhakarachi.org

TRANSFER & RECORD DIRECTORATE

CHECK LIST FOR THE DIGITAL PICTURE OF BUILDING PLAN / APPROVAL LETTER / COMPLETION PLAN CTC

Sr	Description	Qty
a.	Powdered photocopy of CNIC	1
b.	Application for Issuance of Digital Picture (Addressed To: The Administrator, DHA Karachi)	1
c.	Photocopy of Payment Receipt	1
d.	Photocopy of Valid DHA Membership Card	1
e.	Photocopy of Amalgamation Letter/Transfer Order/DHA Mutation Letter.	1

Service Charges (Fee)

Sr	NOTE
a.	Rs.10000/- (Rupees Ten Thousand) will be charged for issuance of digital picture of complete set of documents (Building Plan, Completion Plan, Approval Letter)
b.	Fee will be deposited through Pay Order with Fin Dte
c.	CD containing digital picture will be issued to the applicant within 7 working days from the date of acceptance of request.
d.	Only Owner/Applicant will be able to collect the CD by presenting original receipt and copy of the CNIC or in case of Authority letter (if other than owner),

REQUEST FORM FOR CERTIFIED TRUE COPY (CTC)

The Administrator
Pakistan Defence Officer
Housing Authority
Karachi.

Subject: **ISSUANCE OF DIGITAL PICTURE OF BUILDING PLAN/ APPROVAL LETTER OF COMPLETION PLAN/ COMPLETION LETTER.**

Reference: a. Membership No. _____
b. Plot No. _____ Street/ Lane/ Kh-e- _____
Ph _____ Measuring _____ Sq.Yds (Approx).

Dear Sir,

I have lost my Building Plan/ Approval Letter of Completion Plan/Completion Letter. I therefore, request that Digital Picture of the same way please be issued. In case original is found, the same will be returned for cancellation.

Signature of Applicant

Name: _____

CNIC: _____

Cell & Tel No _____

Address _____
