

# DEFENCE HOUSING AUTHORITY CITY KARACHI

## TRNASFER OF PLOT

### (Instructions Slip)

1. To apply for transfer of plot following procedure to be followed: -

#### Submission of Documents

- 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 City Karachi.
- b. Transfer Affidavit by Seller on Rs. 300/- Stamp paper (Specimen attached) duly attested.
- c. Affidavit by Buyer (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 Documents 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 DHA City Website) and attach CTC with transfer documents.
- h. GHQ NOC is required in case of transfer by Armed Force allottee officers, NOK os Shuhadas , NOK of In Service Death / War Wounded Personnel , KPT NOC for allotted plot to KPT employees, DHA NOC for allotted plot to DHAK/DHAC Employees (Staff Benefit Plot Only).
- i. NOC not required for Service Benefit plot allotted to JCOs/ Havs (Qual Only), Compensatory benefit plot allotted to War Wounded Personnel completely incapacitated Individuals, Gallantry Award Holders, International Gold Medalists and Open Ballot Plot (In Defence Quota).
- j. 2x Passport Size Photograph of both parties i.e. Seller & Buyers (attested).
- k. 2x 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 DHAC Finance Directorate.
- m. NOC is required form 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.
- o. NDC issued by DHAC.
- p. Form 7E / or attached Exemption Certificate.

2. Important Notes: -

- a. All fees are subject to change without notice. Please get update fee structure from Finance Counter.
- b. Before making out a Pay Order / Bank Draft, please find out the outstanding dues and current rate of free from Account Branch Counter.
- c. Normal Sign Before will be conducted on the next day of depositing the transfer Papers. However, same day transfer may also be conducted for a limited period and can be changed / modified as per the instructions of Competent Authority.
- 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 Additional Director Tfr & Record DHAC for necessary endorsement before paying the fee / submitting the documents at the counter. Sign Before will be conducted on the same day.

- f. Ensure updating 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 DHA City (T&R Dte) Counter subject to clearance through scrutiny.
- i. URGENT "Sign Before" for transfer will conducted on the same day by depositing emergent fee amount as per procedure, provided transfer papers are deposit before 1200 hrs same day.
- j. For transfer through Court, the Transfer Papers are are to be prepared after getting briefing from Deputy Director Tfr & Records DHAC.
- k. In case Sign Before case deposit receipt lost, owner to pay Rs. 500/- in DHA City Cash Counter for obtaining other copy.

**3. Attestation of Affidavits.**

- a. Affidavit executed within In Land got attested from Oath Commissioner/Notary Public/Nazim Concerned.
- b. Affidavits executed outside Pakistan be got attested from area Oath Commissioner/Embassy/Consulate.
- c. Up to maximum five correction /amendments can be accepted on affidavit.

**4. Important instructions**

- a. Ensure that all dues including Govt Taxes, balance Installments, surcharge or any other dues of plot has been paid before sign in process.
- b. Attach CGT and Advance Tax Paid receipt for all sizes of Commercial and Residential Plots.
- c. After "Sign Before" the Transfer Officer will return the documents to the Applicant.
- d. The Applicant to pay the transfer fee in the Account Branch. The Account Branch Counter will make necessary endorsement on the covering letter.
- e. While depositing transfer fee and other dues of plot the applicant will deposit the complete transfer case in person to Finance Directorate DHAC by 1530 hours for issuance of Account Statement duly endorsed by Finance Directorate DHAC.
- f. The Fin Directorate DHAC will return the transfer case alongwith account statement after 24 hours to the applicant.
- g. The receiving clerk at the time of collection transfer documents at the Reception Counter will ensure the following: -
  - (i). That Account Statement is attached with the transfer case duly endorsed by the Finance Directorate DHAC.
  - (ii). That al observations have been cleared and initiated by the Transfer Officer.
- h. Transfer documents are required to be deposit at Reception Counter within 3 x months or 90 days of Sign Before otherwise has to pay Late Submission Fee as per approved by Competent Authority. Computerized receipt issued will indicate the date of collection.

**(Application)**

The Administrator,

Defence Housing Authority (DHA City)

KM 50, M-9 Motorway, 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.

THUMB IMPRESSION (For male Left, For Female Right thumb)

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Thanking you,

Yours faithfully,

Name \_\_\_\_\_

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

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

Three Specimen sign (MUST SIGN INFRONT OF DHAC Designated officer) Attached separate sheet in case of more than one seller.

1. -----

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Defence Housing Authority (DHA City)  
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Name \_\_\_\_\_  
CNIC No \_\_\_\_\_  
Membership No \_\_\_\_\_

Three Specimen sign (MUST SIGN INFRONT OF DHAC Designated officer) Attached separate sheet in case of more than one seller.

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

# DEFENCE HOUSING AUTHORITY CITY KARACHI

## TRANSFER AFFIDAVIT (SELLER)

STAMP PAPER NOTE: - TO BE TYPED ON RS. 300/- NON JUDICIAL

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 \_\_\_\_\_.

5. 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.

6. 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.

7. 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.

8. That I have not drawn any loan against the plot from any Bank or Cooperative Society nor does any liability exist against it.

9. That this clause in affidavit is being made under Section No 5 (I) of the West Pakistan (Repayment of Loan) Amendment Ordinance 1966.

10. That we/I have not executed or Registered sub 'A' Lease/'C' Lease of the plot in question.

11. That we/I have not been issued No Objection Certificate for Mortgage or sale or plot.

12. That we/I have not drawn any loan against the plot or Mortgaged.

13. 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.

14. 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.

15. That all disputes of Seller/Buyer will be sorted out mutually and DHA will not be included legally in case there is any litigation.

16. That the documents produced for the Transfer of the plot to the concerned authorities are correct up to date and not fake.

17. Sale dealings are finalized in front of two witnesses and DHA will not be blamed for this transaction by me.

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

19. That I have read and understood the said affidavit. I will not blame to DHA neither I present the said or partially any transfer document to any court of law unless transfer process upheld or stop by DHA without any justification.

20. the applicant and Legal Heirs agrees and shall undertakes that I / We shall indemnify and keep indemnified the DHAC from and against all claims, demands, actions, proceedings, losses, damages, recoveries, judgments, cost, charges, and expenses which may be made or brought or commenced against DHAC or which the DHAC may or may have to bear, pay or suffer, directly or indirectly in respect of transfer of said plot.

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

D E P O N E N T

Name\_\_\_\_\_

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

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

## REVISED SPECIMEN

### TRANSFER AFFIDAVIT (BUYER / DONNEE)

STAMP PAPER NOTE: - TO BE TYPED ON RS. 300/- NON JUDICIAL.

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. I hereby declared that i have paid all dues, charges, govt taxes before the execution of sign before. If any outstanding dues against me comes after transfer, i shall pay that amount.
8. That I am aware of the outstanding instalments against the plot and shall pay all instalments on due date (if any) and any increase in charges as proposed/administrated by DHA from time to time will be accepted.
9. That my DHA City Membership number is \_\_\_\_\_.

DEPONENT

Name \_\_\_\_\_ CNIC

No \_\_\_\_\_

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

Documents attached previously