

DEFENCE HOUSING AUTHORITY – DHA CITY KARACHI
LEGAL HEIRS TRANSFER (INSTRUCTION SLIP) CIVILIAN

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 of Rs. 500/- for Transfer to legal heirs (Specimen attached).
- b. Provision of photocopy of Death Certificate preferably from NADRA and CNIC/NICOP/POC of deceased (**Colour copy**).
- c. One readable and valid copy of CNIC/NICOP for Pakistani national /POC/Passport for Foreign national and Form 'B' where applicable of all legal heirs.
- d. Original Information /Intimation/Allotment/Adjustment Letter 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.
- j. Inclusion of deceased's parents in legal heirs if alive otherwise their death certificates be provided.
- k. **Interview of the legal heir if required.**
- l. **After transfer of property in the name of legal heirs no further transaction (out of family) will be made for a period of 03 x months.**
- m. 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.
- n. 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 (Specimen attached).
- o. **NOC** in case of Almt of staff (**DHA/KPT**) benefit plot.
- p. 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. Court Order (Original) be provided in the light of Law of inheritance of Sunni Sect (Including parents if alive and if parents are not alive then Brothers & Sisters of the deceased).
- q. All legal heirs to obtain subsidized membership (Cat 'C') for use of one time only as per size of plot, **if membership already NOT held with DHA City Karachi.**
- r. Heirship Certificate duly attested by 1st class Magistrate.
- s. **NOC fee Rs. 2000/- in case of NADRA Succession Certificate.**

2. Procedure for Processing the Documents

- a. Documents be submitted PERSONALLY, heirs residing outside Karachi may submit documents By Post or By Hand.

- b. Issuance of check list of documents.
 - c. Provisional checking of deposited documents for its correctness, Statement of Accounts is obtained from Finance Dte DCK payable / clearance by legal heirs within one year.
 - d. Resubmission of documents duly completed in all respect including Transfer processing fee by legal heir (s).
 - e. Verification of death certificate from the issuing Authority by DHA City Karachi.
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 abroad or the Consulate General.**

The Administrator
 Defence Housing Authority,
 KM-50, Motorway M-9 (Post Code -75430) DHA City
 Karachi.

Subject: TRANSFER OF PLOT IN THE NAMES OF LEGAL HEIRS

Dear Sir,

It is submitted that I/we am/are the legal heir (together with Son/Daughter/Father /Mother namely _____ of Late Mr/Mrs _____ in respect of his/her Plot file Ref No. _____ Plot No _____ Sector No _____ Sub Sector No _____, measurement _____ Sq Yds or thereabout situated in Pakistan Defence Officers Housing Authority, City Karachi.

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

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

Thanking you,

Yours faithfully,

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

SPECIMEN AFFIDAVIT**DEFENCE HOUSING AUTHORITY CITY KARACHI****(LEGAL HEIRS - CIVILIAN)**

1. I/We _____ Widow/Father/Mother/Son/ Daughter etc, of Late _____
 _____ R/O _____ do hereby state on solemn affirmation

as under: -

That late _____ was a bonafide member of the Pakistan Defence Officers Housing Authority City Karachi vide Membership No. DHA/ _____ and was Allotted/purchased a plot No. _____ Sector No _____ Sub Sector No _____, Measuring _____ Sq Yds. He/She being a SUNNI/SHIA Muslim died on _____, a Death Certificate duly attested is enclosed. 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	
6				

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

DEPONENT

SPECIMEN

To: The Administrator
Defence Housing Authority (DHA City),
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 _____, Measurement _____ 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)

HETRSHTP CERTIFICATE

1. On the basis of evidence before me this to certify that Mr./Mrs./Miss _____ S/W/D/O
 _____ Resident of has expired/died on as per death certificate and other
 relevant documents produced before me, leaving behind his / her the following surviving legal heirs: -

S.No.	Name of legal heirs	Relation	Age
1			
2			
3			
4			
5			
6			

2. As per my knowledge there is no any other surviving legal heir of the deceased except those mentioned herein above. The deceased was not related to me. This is not a Succession Certificate and not valid for Court Purpose.

PUBLIC NOTICE

Defence Housing Authority (City) Karachi

1. It is to inform the general public that Mr/Mrs/Mst _____
 _____ S/W/O R/o _____ having following plot / plots in DHA City Karachi
 has expired on _____:-

*Photograph
of Deceased*

1. Plot File No _____ Plot No _____ Sector No _____ Sub
Sector _____, measurement _____ Sq Yds
2. Plot File No _____ Plot No _____ Sector No _____ Sub Sector _____,
measurement _____ Sq Yds.

2. His/Her following legal heirs have applied for transfer of the above plots in their names: -

S/No	Name of Legal Heirs	Relationship
a.	_____	_____
b.	_____	_____
c.	_____	_____

3. Anyone 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.

a. 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. 300 Stamp paper

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: -

a. That I/we personally know the deceased Mr / Mrs _____ S/W/O
 _____ and his / her family, Resident of _____
 _____. He/She is my/our relative and has expired on _____ at _____
 _____.

b. 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>
1.		
2.		
3.		
4.		
5.		
6.		

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

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 _____