

DEFENCE HOUSING AUTHORITY CITY KARACHI
TRANSFER - (NOKs OF SHAHEED / DECEASED MILITARY PERSONS)

INSTRS SLIP

In order to apply for transfer to Legal Heirs of Armed forces Personals, following procedure to be adopted:-

1. Apply to GHQ for transfer of plot to LHs.
 - a. Applicants need to contact GHQ, WR Directorate through concerned DASB / RTC / Units
 - b. All documents required by GHQ, W&R Dte for issuance of LHs nomination must be prepare and attached alongwith the application. Details of documents require by GHQ be asked from concerned DASB / RTC.
 - c. Get in touch with concerned DHA, T&R dte for getting all the necessary details / procedures.
 - d. Keep sufficient copies of attached documents which are forwarded to GHQ as same may be asked by DHA for processing the LH transfer at later stage.
2. **On receipt of GHQ letter for issuance of LH transfer, applicant must:**
 - a. Contact DHA, T&R Dte and submit following documents:
 - (1) Application for transfer to LHs. (sample attached)
 - (2) Copy of GHQ letter (For Division / Fresh almt)
 - (3) Family Registration Certificate (FRC)
 - (4) Death Certificate of deceased / Parents
 - (5) CNIC of Deceased and all LHs
 - (6) Original copy of title document.
 - (7) Pay Order / Bank Draft of Rs 10,000 in the name of DHA City Karachi
 - (8) Affidavit / indemnity by transferee. (specimen attached)**
 - b. Send exact address and contact number as TO once prepared will be dispatched to the given address and info via given cel no of recipient.
 - c. For dispatch of tfr documents, only personal collection or TO will be sent to the given address as per CNIC for handing over to the nominated LH.

Important Instruction

1. 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.

2. In case of dispute case, will be decided by GHQ (Dispute Resolution Committee).
3. 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.
4. NOC Fee Rs 2000/- in case of NADRA Succession certificate require
5. After Transfer of property to LHs / NOK, no further transaction (Except HIBA to any member /s) is allowed for a period of three months in order to safe guard the interest of any other claimant, if any.
6. Upon submission of documents complete in all respect, duly check and accept case will be finalized within 15 days (Approx).
7. 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

Defence Housing Authority,
City KM-50 Motorway M-9 Post
code-75340
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/heirs (together with Son/Daughter/Father /Mother namely of Late Mr/Mrs in respect of his/her Plot File No.Plot N Sector No Sub Sector measuringSq 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			

AFFIDAVIT / INDEMNITY BY TRANSFEREE

(LHs / NOK OF SHAHEED / DECEASED Armed Forced Personnel)

1. I / We _____ S/O _____
CNIC _____ Muslim Adult R/O _____
_____ do hereby solemnly affirm and state on oath, declare , indemnified DHAC as under:-
2. That I / We have applied to the DHAC transfer of subject plot no _____ DHAC Karachi has agreed to transfer the said plot to the applicant subject to the applicant furnishing said indemnity.
3. NOW THIS INDENTURE WITNESSETH THAT in consideration of DHAC Agreeing to transfer the subject plot, the applicant agree and undertakes that, I / We shall indemnify and keep indemnified the DHAC to transfer the subject plot from and against all claims, demands , actions, proceedings , losses, damages, recoveries, judgments, costs, 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 subject plot.

Witness 1 _____

Witness 2 _____

DEPONENT