

DHA CITY

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI TRANSFER OF PLOT (Instructions Slip)

1. To apply for transfer of plot following documents are required to be submitted: -
 - 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.
 - b. **Affidavit from seller (specimen attached) duly signed by owner.**
 - c. **Affidavit from purchaser (specimen attached).**
 - d. **An affidavit (specimen attached) in case of issuance of and 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 Information Letter/Transfer order/ Intimation Letter/ Provisional Intimation Letter / Adjustment Letter/allocation Letter/allotment Letter/relocation Letter.
 - 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 DCK website) and attach CTC with transfer documents.
 - h. GHQ NOC is required in case of transfer by Armed Forces allottee officers, JCOs / NCOs (serving / retired), KPT NOC for allotted plot to KPT employees, DHA NOC for allotted plot to DHA employees (staff benefit only).
 - j. 2 x passport size photograph of both parties i.e Seller & Buyer.
 - k. Attach attested copies of deposit slips of payments, made towards the DHA (Finance Directorate DCK).
 - l. 2 x Colour Photocopies of valid Computerized National Identity Cards of both parties i.e. Seller & Buyer.
 - m. **Almt of plot to civ emps of DHAs, clearance would be obtained through respective corps IntBn by Corps HQ / DHAs before forward the case to W&R Dte (DHAs Cell).**
 - n. **NOC is required from Corporate Sector / Company / Trust property on its title head paper.**
2. Ensure 25% of remaining balance of plot has been paid.
3. Attach CVT paid proforma for all sizes of commercial plots and 300 sqyds and above Residential plots.
4. Attach CGT paid proforma for all sizes of plot if transaction of plot is made within three years.
5. After 'Sign Before' the Tfr officer will return the documents to the applicant.
6. The applicant to pay the transfer fee in the Account Branch. The Account Branch Counter will make necessary endorsement on the covering letter.
7. While depositing transfer fee and other dues of plot the applicant will deposit the complete transfer case in person to Fin Dte DCK up to 1500 hours for issuance of A/C statement duly endorsed by Fin Dte DCK.
8. The Fin Dte DCK will return the Tfr case along with A/C statement after 24 hours to the applicant.
9. The receiving clerk at the time of collection of Tfr documents at the Reception Counter will ensure the following :-
 - a. That A/C statement is attached with the Tfr case duly endorsed by the Fin Dte DCK.
 - b. That all observations have been cleared and initialled by the Transfer Officer.
10. The following payments / dues charges have been cleared received by the Fin Dte DCK:-
 - a. Late submission of Tfr case charges (if any).
 - b. Payment of instalments (if become due).

c. Attachment of fresh A/C statement duly endorsed by Fin Dte DCK in case showing above (two transactions).

11. Transfer documents are required to be deposited at the reception **(Counter) within 3 months or 90** working days of Sign Before. **Computerised** receipt issued will indicate the date of collection.

Notes:

- a. All fees are subject to change without notice.
- b. Before making out a Pay Order/Bank Draft, please find out the outstanding dues and current rate of Fee from Accounts Branch Counter.
- c. **Normal Sign Before will be conducted on the next day of depositing the tfr papers.**
- d. **Urgent Sign Before will be conducted same day with depositing emergent fee 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 Addl Director DCK for necessary endorsement before paying the fee / submitting the documents at the counter.
- f. Ensure updation 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 DCK counter subject to clearance through scrutiny.
- j. Sign Before will be executed on the same day after paying the requisite urgent Transfer fee.
- k. For Transfer through court, the Transfer papers are to be prepared after getting briefing from Administrative Officer.

12. Attestation of Affidavits.

- Affidavit executed within In land be got attested from Oath Commissioner/Notary Public/ Nazim concerned.
- Affidavits executed outside Pakistan be got attested from **area Oath Commissioner.**

SPECIMEN

The Administrator
Pakistan Defence Officers Housing Authority (DHA City),
2-B, East Street, Phase-I, Karachi.

Subject: TRANSFER OF NAME IN RESPECT OF PLOT NO. _____ 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.

Thanking you,

Yours faithfully,

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

SPECIMEN**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**
TRANSFER AFFIDAVIT (DHA CITY)**NOTE: - TO BE TYPED ON RS. 20/- NON JUDICIAL STAMP PAPER**

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 No. DHAC _____ and we/I was allotted/transferred a plot of land bearing No. _____ measuring _____ sqyds vide DHACity/_____ dated _____ or thereabout situated in the said Housing Authority
 **(and subsequently the said plot was divided as _____ Street _____ Phase _____ each measuring _____ sqyds 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 Information Letter/Title Document 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 _____ Muslim, Adult, R/O _____ who is also registered in Category _____ with the Authority vide 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 _____.

6. 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.

7. 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.

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

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

DEPONENT

SPECIMEN
UNDER TAKING FOR
LOAN MORTGAGE OF PLOT IN DEFENCE HOUSING AUTHORITY

I/We _____ s/o/d/o/w/o _____, CNIC
 No. _____ Muslim, adult _____ and _____ resident _____ of
 _____ do hereby solemnly
 affirm and undertake as under:-

1. That we/I am the Allottee/Transferee of the Plot No. _____ Street No:
 _____ Phase: _____ Measuring _____ SqYds, thereabout, situated
 in Defence Officer's Housing Authority, (DHA City), Karachi, and the same is still subsisting.
2. That we/I have not executed or Registered sub 'A' Lease/'C' Lease of the plot in question.
3. That we/I have not been issued No Objection Certificate for Mortgage or sale or plot.
4. That we/I have not drawn any loan against the plot or Mortgaged.

DEPONENT

SPECIMEN

The Administrator
 Pakistan Defence Officers Housing Authority, (DHA City)
 2-B, East Street, Phase-I,
 Karachi.

Subject: **ISSUANCE /CANCELLATION OF ALLOTMENT ORDER**

Dear Sir,

We/I am , _____ CNIC No. _____ the Allottee of a plot of land bearing No. _____ measuring _____ Square Yards situated at DHA City, Defence Officers Housing Authority (DHA City), Karachi, vide DHA City/____/___dated _____but formal Allotment Order in this respect has not yet been issued.

That We/I have cleared all the outstanding dues 25% payment of the plot and have signed the transfer documents of said plot in favour of Mr/Mrs/Miss _____.

It is requested that formal Allotment Order / Intimation Letter may be issued in my favour and cancel it in favour of _____ and get it enclosed alongwith the transfer documents for further process please.

Thanking you,

Yours faithfully,

Name : _____

CNIC No. _____

Address: _____

Membership No. _____

SPECIMEN

To: The Administrator
Defence Housing Authority, (DAH City)
Karachi.

Subject: **Consent Letter – Despatch of Documents to Joint Property Holders**

Dear Sir,

We have applied for _____ of Plot No. _____ measuring _____ sqyds jointly in
(Specify Subject)

our names. The _____ may not be despatched: -
(Specify document)

a. We hereby jointly and severally request that the same may be delivered to Mr/Miss/Mrs
_____ (Co-Sharer).

b. The _____ may be despatched to
Mr/Miss/Mrs _____
(Specify documents)

(Co-Sharer) at the following address held on record of the said member:-

Thanking you,

Yours faithfully,

1. -----
(Mr _____)
CNIC No. _____
2. -----
(Mr _____)
CNIC No. _____
3. -----
(Mr _____)
CNIC No. _____

Note: Please fill in, only the relevant portion, and score out others.

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NO LOAN AFFIDAVIT

I/we _____, CNIC No. _____, adult, resident of _____, in possession of my full faculties and sense and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under: -

1. That I am the allottee of plot No. _____ measuring _____ sqyds situated at DHA City, Pakistan Defence Officers Housing Authority, (DHA City), Karachi vide original Information Letter/Transfer order No. _____ dated _____ and that the plot is free from all claims, liens, charges and encumbrances whatsoever.
2. 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.
3. That I have not drawn any loan against the plot from any Bank or Cooperative Society nor does any liability exist against it.
4. That this affidavit is being made under Section No 5 (I) of the West Pakistan (Repayment of Loan) Amendment Ordinance 1966.
5. That whatever is stated above is correct to the best of my knowledge and belief.

DEPONENT

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INDEMNITY BOARD BY THE SELLER

I/we _____ S/O _____, CNIC No. _____ adult,
 resident of _____,
 do hereby undertake to indemnify as under: -

1. That I have sold my plot No. _____ measuring _____ sqyds situated at DHA City, Pakistan Defence Officers Housing Authority, (DHA City), Karachi to Mr _____ s/o _____, Muslim, adult, holding CNIC No _____, presently residing at _____, with my own and free consent.
2. 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.
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 and 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 up to date and not fake.
6. Sale dealings are finalized in front of two witnesses and DHA will not be blamed for this transaction by me.

DEPONENT

SPECIMEN

INDEMNITY BOARD BY THE TRANSFEREE

I/we _____ S/O _____, CNIC No. _____ adult,
resident of _____,
do hereby undertake to indemnify as under: -

1. That I have purchased the plot No. _____ Measuring _____ sqyds situated at DHA City, 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.

DEPONENT

SPECIMEN

AFFIDAVIT BY THE TRANSFEREE

I/We _____ s/o/d/o/w/o _____, CNIC
No. _____ Muslim, adult and resident of _____ do
hereby solemnly affirm and declare that: -

1. That I am the transferee of plot No. _____ Measuring _____sqyds situated at DHA City, Pakistan Defence Officers Housing Authority (DHA City), Karachi vide _____ dated _____.
2. That I am aware of the outstanding instalments against the plot and shall pay all instalments on due date and any increase in charges as proposed/administrated by DHA from time to time will be accepted.
3. That I acknowledge that 25% of the cost of the plot has been paid at the time of transfer and I shall pay the remaining 75% dues as per the Fresh Payment Schedule issued by DHA City.
4. That my DHA City membership number is _____.

DEPONENT