

DHA CITY

LEGAL HEIRS TRANSFER - (INSTRUCTIONS SLIP)

TRANSFER OF PLOT WILL BE CARRIED OUT IN ACCORDANCE WITH THE ISLAMIC LAW OF INHERITANCE FOR MUSLIM MEMBERS AND RESPECTIVE LAW OF INHERITANCE FOR OTHER RELIGIONS.

1. To apply for transfer to Legal Heirs following documents are required to be submitted: -
 - a. The Legal Heirs apply for the transfer by giving an application and Affidavit (Specimen attached) on Rs. 200/- Stamp Paper.
 - b. Copy of Death Certificate of deceased duly attested.
 - c. Original title document. **In case the title document is not available due to loss etc the procedure of issue of CTC will be adopted. (Specimen is also updated on DCK website).**
 - d. Fingerprints and three specimen signatures of each Legal Heir on plain papers separately (For Female, right hand and For Male, left hand)
 - e. Two latest photographs of each Legal Heir duly attested.
 - f. 1 x attested photocopy of valid CNIC of each Legal Heir. (For minors, attach Form "B" of NADRA).
 - g. 1 x attested photocopy of CNIC/NIC (Colour copy) of deceased.
 - h. Pay Order/Bank Draft of Rs. 5000/- as Processing fee.
 - j. Heirship Certificate duly attested by Justice of Peace/Nazim concerned/1st class Magistrate.
 - k. 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.
 - l. **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 altd plot to DHA employees (staff benefit only).**
 - m. In case of single heir, Female only or Minors only as legal heirs, the following will also be submitted: -
 - i) Press publication as per specimen.
 - ii) Affidavits from two reliable witnesses (deceased's relatives) as per specimen.
 - iii) Witnesses nominated by the legal heirs (in case of single legal heir) will appear before DHA designated officer and will sign affidavit under camera. Affidavit will be attested by the gazetted officer with his CNIC number.
 - n. Letter of Administration from the Court, in case of dispute.
2. **Submission of Documents.** The completed documents may be submitted to DHA by Post or By Hand through any one of the heirs (for heirs outside Karachi ONLY). For heirs residing in Karachi, documents be submitted PERSONALLY by any one of the heirs.
3. **A senior legal heir (from the legal heirs) will be called for his personal appearance before DHA designated officer for interview / briefing as per DHA procedure.**
4. Once the legal heir documents have been accepted by the DHA Designated officer, please go over to the Accounts Branch (Cash Counter). The accounts branch will make necessary endorsement on the covering letter and then Transfer Documents be deposited at the Reception Counter. A Computerised Receipt will be issued by the Reception Counter.
5. **Ensure inclusion of deceased's parents in legal heirs if alive otherwise their death certificates may be provided alongwith transfer documents.**

Notes:

1. After the requirements given above are met, Defence Housing Authority (DHA City), would scrutinise the papers and hand over /post, draft Press Publication to the Legal heir for necessary publication in newspapers published from Karachi and the city/province of the deceased's residence.
2. In case of any query/clarification, the senior legal heir or any one of the legal heir may be called for interview in DHA.
3. Legal heirs will obtain Cat 'C' membership of DHA City after transfer of plot in their names.
4. **Attestation of Affidavits**
 - Affidavit executed within Karachi (Pakistan) be got attested by Oath Commissioner/Notary Public/ Nazim concerned.
 - Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad or the Consulate General.

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

Subject: **TRANSFER OF PLOT IN THE NAMES OF LEGAL HEIRS**

Dear Sir,

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

That Mr/Mrs/Mst _____ 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,
(Sign of seller)
M/Ship No. _____

	Name of legal heirs	CNIC No	Relation	Signatures
1.				
2.				
3.				
4.				
5.				
6.				
7.				

SPECIMEN AFFIDAVIT

(LEGAL HEIRS)

I/We _____ Widow/Father/Mother/Sons/
Daughters 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, DHA City Karachi vide
Membership No. DHA/ City _____ and was Allotted / **Purchased** a plot
Reference File No. _____ (**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: -

	Name of legal heirs	Relation with deceased	Age	Signature
1			Yrs	
2			Yrs	
3			Yrs	
4			Yrs	
5			Yrs	
6				
7				

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

Plot File Reference No. _____ Dated _____.

DEPONENT

Attestation as per instruction slip

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 **Reference File No.** _____ (**Plot no** _____ **Sector No** _____ **Sub Sector no** _____) measuring _____ 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 _____)

2. _____
(Mr _____)

3. _____
(Mr _____)

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

Attestation as per instruction slip

HEIRSHIP CERTIFICATE

On the basis of evidence before me this is to certify that Mr / Mrs / Miss / Mst
_____ 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: -

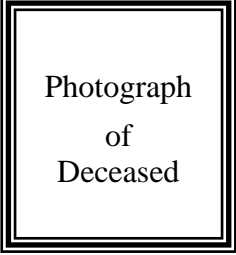
<u>S.NO.</u>	<u>NAME OF HEIR</u>	<u>RELATIONSHIP</u>	<u>AGE</u>
1.	_____ _____	_____	
2.	_____ _____	_____	
3.	_____ _____	_____	
4.	_____ _____	_____	
5.	_____ _____	_____	
6.	_____ _____	_____	
7.	_____ _____	_____	
8.	_____ _____	_____	

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

Pakistan Defence Officers Housing Authority Karachi

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



- a. **Reference Plot File No.** _____ **plot no** _____ **Sector No** _____ **Sub Sector no** _____ measuring _____ Sq Yds (Approx)
- b. **Reference Plot File No.** _____ **plot no** _____ **Sector No** _____ **Sub Sector no** _____ measuring _____ Sq Yds (Approx)

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

<u>S/No</u>	<u>Name of Legal Heirs</u>	<u>Relationship</u>
a.	_____	- _____
b.	_____	- _____
c.	_____	- _____

Any one having any claim / objection should notify to Director Transfer & Record DHA City 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.
 2. Publication be made in following with photograph of deceased:-
 - a. **English Morning Daily**, Dawn, The News, The Nation, Daily Times, Financial Post, Frontier Post and Baluchistan Times.
 - b. **Urdu Morning Daily**, Jang, Nawa-e-Waqt, Express, Amn, Jasarat, Mashriq and Aaj Kal.

SPECIMEN

WITNESS AFFIDAVIT
(To be typed on Rs. 200 Stamp paper)

1. W, _____ S / D / W / O
_____ CNIC _____ No.
_____ Adult Muslim, Resident of
_____, in
possession of my full faculties, senses and of my free will and without coercion or
duress do hereby solemnly affirm and declare as under: -

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

3. 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>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

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

DEPONENT NO. 1

Signatures _____
Name _____
Resident of _____

CNIC No. _____

DEPONENT NO. 2

Signatures _____
Name _____
Resident of _____

CNIC No. _____

Dated _____

Attestation as per instruction slip

SPECIMEN

LOST

(In case of Legal Heirs apply)

Info Letter / **Intimation Letter** / Allotment Order / Transfer Order / **Adjustment Letter** of Plot File No _____ (Plot no _____ Sector / Sub Sector no _____) measuring _____ sq yds located in Pakistan Defence Officers Housing Authority (DHA City), Karachi has been lost. This plot was the property of our late Father / Mother / Husband / Wife (Name & Relationship) _____ who was registered in Category _____ with Membership No. _____ of DHA City Karachi. We legal heirs (Names _____) are now getting this plot transferred in our names and have approached DHA for Certified True Copy of the documents. Finder or any one having objection / claim may please be contacted us and Director Tfr & Record DHA City Karachi within fourteen (14) days of publication. On expiry of notice period, no objection / claim will be accepted.

Name _____

DHA City Membership No. _____

Address _____

Telephone No. _____

Note:

1. Strike out whichever is not applicable.
2. The above contents be translated in Urdu for publication in Urdu newspapers.
3. Publication be made in following with photograph of deceased:-
 - a. **English Morning Daily**, Dawn, The News, The Nation, Daily Times, Financial Post, Frontier Post and Baluchistan Times.
 - b. **Urdu Morning Daily**, Jang, Nawa-e-Waqt, Express, Amn, Jasarat, Mashriq and Aaj Kal.