

RENEWAL MEMB

2

NEW MEMB



## in Defence Officers Housing Authority

2/B, East Street, Karachi – 75500, (PAKISTAN)

Phones: 5886401-05, 111-589-589, FAX: 5884099

### PERMISSION TO MORTGAGE/ASSIGN

Dated: \_\_\_\_\_

1. Certified that Plot No. \_\_\_\_\_ Street/Kh-e- \_\_\_\_\_ Phase \_\_\_\_\_ Measuring \_\_\_\_\_ Sq Yds, situated in the PDOH Authority, Karachi, has been allotted to \_\_\_\_\_ which was subsequently transferred to \_\_\_\_\_ the lease deed has been executed in his/her name in respect of the said plot and registered in the office of the District Registrar Karachi vide No. \_\_\_\_\_ Dated \_\_\_\_\_ MF Roll No. \_\_\_\_\_ Dated \_\_\_\_\_ of Book No. \_\_\_\_\_ additional dated \_\_\_\_\_. The lessee has paid the dues in respect of the plot on account of the development, premium and ground rent upto. Therefore, the plot was mutated in favour of \_\_\_\_\_.

2. The PDOH Authority has no objection to mortgaging/assigning of the above mentioned plot and the building to constructed thereon by the said \_\_\_\_\_ with the **HBFC** for obtaining a house Building Loan/Investment subject to the condition that the PDOH Authority does not take any responsibility for the payment/investment on behalf of the said \_\_\_\_\_.

3. In case the said Lessee Commits a breach of any terms and condition of the said lease, action under the said lease deed shall be taken by the PDHO Authority only after the PDHO Authority has served a written notice both upon him/her and a copy endorsed to the **HBFC** to pay aforesaid arrears within one month of receipt of notice by both and the same remains un-paid.

4. In any event, the Defence Authority will not take any action against the said lessee and his/her property hold under the Lease Deed that may defeat or in any manner prejudice the claim of the **HBFC** against him/her for the recovery of the recovery of the Loan/Investment that will be advanced to him/her for constructing a house on the said plot and of other dues of the **HBFC** in connection with the said Loan/Investment of any action that may diminish the value of the Security of the **HBFC** for the Loan/Investment advanced to him provided that the **HBFC** will to PDOH Authority Karachi within 30 days from the receipt of the copy of the notice from the PDOH Authority as aforesaid, any dues payable or remaining to be paid by the Borrower in terms of the lease deed aforesaid, if the borrower fails to pay the same after notice to him as contemplated in para 3 above.

5. Undertaking given by the Defence Authority in para 3 and 4 above will become operative only upon the receipt of the intimation from the **HBFC** to the effect that the loan has been sanctioned to the borrower against the plot and has been drawn by the borrower in terms of the loan.

Pakistan Defence Officers Housing Authority and copy endorsed and forwarded to:-

Reference No. DHA/ \_\_\_\_\_

Specimen Signatures: \_\_\_\_\_

**SPECIMEN**  
**ISSUANCE OF CERTIFIED TRUE COPY**

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

Subject: **Issuance Of Certified True Copy**

Reference: a. File No. \_\_\_\_\_  
b. Plot No. \_\_\_\_\_ Street No./Lane/Khayaban \_\_\_\_\_  
Phase \_\_\_\_\_ Measuring \_\_\_\_\_ sq. yds.(approx)

Dear Sir,

I have lost my \*Allotment Order/\*Transfer Order/\*Division Order/\*Amalgamation Order/\*Adjustment Letter/\*Intimation Letter. I therefore request that Certified True Copy of the same may please be issued. In case Original Allotment Order/Transfer Order/Division Order/Intimation Letter is found, the same will be sent to you for cancellation.

Thanking You,

Yours faithfully,

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

M/Ship No. \_\_\_\_\_

Contact No. \_\_\_\_\_

Dated: \_\_\_\_\_

**Enclosures to be submitted: -**

- a. Affidavit on Rs. 100/- Non Judicial Stamp Paper duly attested (Specimen Attached).
- b. Signatures on application (Specimen as above) to be attested by Nazim/CO/Sta Comd/Fmn Comd/Oath Commissioner (as the case may be).
- c. 1 X photo copy of CNIC duly attested.
- d. Publication in two National daily Newspapers (Urdu & English) of reputed/wide circulation in Karachi and the province of residence of the applicant regarding loss of document required (Specimen attached). **\*\* List of newspapers below.**
- e. Bank Draft/Pay Order for Rs. 15000/- CTC Charges fee in favour of DHA Karachi.(CTC Fee Changeable)
- f. Photocopy of valid DHA membership card.

**Notes:**

1. CTC will not be despatched. Personal appearance before the Designated Officer of the Authority is mandatory while receiving CTC.
2. In case of CTC is required to be **attached** with the case, then appearance of owner before the DHA designated officer is mandatory at the time of deposit of application for CTC.
3. The CTC application should be deposited at the Reception T&R and obtain a receipt. The receipt will indicate the date of collection in case of no dispute/legal notice etc. (Original receipt will be deposit back)
4. CTC cases are not processed on urgent basis.
5. Before submission of CTC Case, All outstanding dues, upto date instalment against plot must be cleared.
6. **Attestation of Affidavits**
  - Affidavit executed within Karachi (Pakistan) be got attested by Oath Commissioner/Notary Public/ Nazim concerned.
  - Affidavit executed outside Karachi (within Pakistan) be got attested by 1st class Magistrate/Nazim concerned.
  - Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad / Consulate General.

\* **Strike out whichever not applicable.**

**\*\* List of Newspapers: - English Morning Daily** Dawn, The News, The Nation  
**Urdu Morning Daily** Jang, Nawa-e-Waqt, Express, Dunya.

**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**

**NOC FOR BANK /HBFC LOAN**  
**(INSTRUCTION SLIP)**

1. To apply for NOC for bank loan following documents are required to be submitted:-
  - a. Covering letter asking for NOC with details of the plot and name of Bank / Corporation.
  - b. 1 x photo copy of CNIC duly attested.
  - c. Photocopy of title document of plot / property.
  - d. Photocopy of valid DHA membership card.
  - e. Photo Copy of Lease 'A' duly attested by an Oath Commissioner/Notary Public. (For all Phases including constructed Belt of Phase-VIII).
  - f. In case area where "A" leases are not registered/executed, photo copy of Title Document is required alongwith **original title documents** which will be returned after acceptance of case.
  - g. Fresh Search Certificate will be obtained from Registrar -1 Clifton Town for "B" Leased KMC Land properties.
  - h. Original Sale/Conveyance Deed/'B' Lease (whichever shows the ownership of applicant) in case of KMC Land. The same will be returned to the owner at the time of collection of NOC.
  - i. During the process of check and accept the document, the owner has to produce **Original Title Document**.
2. Once the application for NOC for bank loan has been accepted please pay the fee in the Accts Branch. The Accts Branch will make the necessary endorsement on the covering letter.
3. The applicant to deposit the application at the Reception (veranda) and obtain a receipt. The receipt will indicate the date of collection.
4. Personal appearance is mandatory for collection of NOC.

**Notes:**

1. Ensure all dues on the plot are cleared.
2. All fees are subject to change without notice.
3. Before making out a Pay order / Bank draft please find out the outstanding dues and current rate of Fee from Accounts Branch.
4. Requests for NOC for bank loan are not processed on urgent basis.
5. In case of non leased property, please produce **original title document of the property at the time of acceptance/collection of NOC for endorsement of DHA stamp.**

**SPECIMEN AFFIDAVIT**

**(On Rs 100/- Non Judicial Stamp Paper – Attested by Oath Commissioner)**

1. I, Mr/Miss/Mst \_\_\_\_\_ s/o/d/o/w/o. \_\_\_\_\_  
CNIC No. \_\_\_\_\_ Defence Officers Housing Authority membership no. \_\_\_\_\_  
Muslim adult, resident of \_\_\_\_\_ do hereby  
solemnly affirm on Oath and declare that I have lost Allotment Order / Transfer Order  
/ Transfer Order / Division Order / Intimation Letter of my Plot No. \_\_\_\_\_, Street  
No. \_\_\_\_\_, Phase \_\_\_\_\_ Measuring \_\_\_\_\_ Sq Yds.

2 That in case, any claim is made by any body on the lost/misplaced Allotment  
Order/Transfer Order/Division Order/Intimation Letter of this plot. I undertake to  
indemnify the Defence Officers Housing Authority for any consequences.

3 That in case the Allotment Order/Transfer Order/Division  
Order/Intimation Letter is found later on, it will be deposited with the  
Defence Housing Authority.

4 I affirm that till to date, I am not availing any financial facility on the subject  
property from any of the financial organization.

5 I have not entered into any of the sale agreement with any party based on lost  
title document.

6 That whatever been stated above are true and correct to the best of my  
knowledge and belief.

**DEPONENT**

**LOST**

Intimation Letter/Allotment Order/Transfer Order/Division Order of Plot No. \_\_\_\_\_ Street No. \_\_\_\_\_  
/Lane/Kheyaban \_\_\_\_\_ Phase \_\_\_\_\_ Area \_\_\_\_\_ Sq Yds (approx) located in  
Pakistan Defence Officers Housing Authority, Karachi has been lost. Finder or anyone having objection/claim may  
please be contacted me/us and Director Transfer and Record, Pakistan Defence Officers Housing Authority, Karachi  
within fourteen (15) days of publication. I/we have also approached Defence Officers Housing Authority, Karachi for  
Certified True Copy of this document. On expiry of notice period, no objection/claim will be accepted.

Name \_\_\_\_\_

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

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Note:-

- a. *Strike out whichever is not applicable.*
- b. *The publication be published in English and Urdu Newspapers.*
- c. *Publication be made in following morning dailies of wide circulation: -*  
**English:** *Dawn or The News or The Nation.*  
**Urdu:** *Daily Jang, or Nawai Waqt or Express or Dunya,*

### اطلاع گمشدگی

پاکستان ڈیفنس آفیسرز ہاؤسنگ اتھارٹی کراچی میں واقع میرے / ہمارے پلاٹ نمبر \_\_\_\_\_ اسٹریٹ  
 نمبر / لین نمبر / خیابان \_\_\_\_\_ فیز \_\_\_\_\_ مربع گز \_\_\_\_\_ کا  
 انٹیمیشن لیٹر / الاٹمنٹ آرڈر / ٹرانسفر آرڈر / موٹیشن آرڈر کہیں گم ہو گیا ہے اگر کسی صاحب کہ یہ دستاویز ملے یا کوئی  
 اعتراض / کلیم ہو تو اس سے گزارش ہے کہ وہ مجھے / ہمیں مندرجہ ذیل پتہ پر ڈائریکٹر ٹرانسفر اینڈ ریکارڈ پاکستان ڈیفنس  
 آفیسرز ہاؤسنگ اتھارٹی، کراچی کو پندرہ ۱۵ یوم کے اندر اطلاع دیں۔ اس دستاویز کی تصدیق شدہ کاپی کیلئے میں / ہم نے  
 پاکستان ڈیفنس آفیسرز ہاؤسنگ اتھارٹی، کراچی سے بھی رجوع کیا ہے بعد از میعاد کوئی عذر / اعتراض قبول نہیں کیا جائے  
 گا۔

\_\_\_\_\_ مسمیٰ / مسامت

\_\_\_\_\_ ڈی۔ ایچ۔ اے، ممبر شپ نمبر

\_\_\_\_\_ فون نمبر

نوٹ :- ا۔ جس دستاویز کی ضرورت نہ ہو اسے کاٹ دیا جائے۔

ب۔ اشتہار اردو اخبار روزنامہ جنگ، نوائے وقت، ایکسپریس اور دنیا۔