

**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 requesting for transfer of a plot with additional three signatures for signing in the presence of Defence Housing Authority Designated Officers. (Specimen attached).
  - b. Affidavit on Rs. 20/- Stamp Paper (Specimen Attached) duly attested.
  - c. Original Allotment Order/Transfer Order/Division Order/Title document.
  - d. 1 x Photocopy of CNIC of both parties duly attested.
  - e. Undertaking regarding loan/mortgage of plot (specimen attached).
  - f. In case only Intimation Letter has been issued, transfer of plot can be undertaken through an application for Issuance of Allotment Order and Cancellation in name of new owners (Specimen attached).
  - g. In case of Transfer of plot in the name of more than one owner, a consent letter from all the co-sharers 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).
  - h. GHQ NOC, in case of transfer by Army allottee officer.
2. Ensure all dues on the plot are cleared.
3. Attach CVT paid proforma for all size of commercial plots and 500 sq yds or above Residential plots.
4. After 'Sign Before' on the transfer documents, the designated officer will return the documents to the transferor.
5. Once you (transferor) and the buyer (transferee) have completed your transaction for whatever consideration, then the papers may be handed over to the buyer (Transferee).
6. The Transferee to pay the transfer fee in the Account Branch. The Account Branch Counter will make necessary endorsement on the covering letter.
7. The buyer (transferee) to deposit the Transfer Documents at the Reception (veranda) and obtain a receipt. The receipt will indicate the date of collection.

**Notes:**

1. All fees are subject to change without notice.
2. Before making out a Pay Order/Bank Draft please find out the outstanding dues and current rate of Fee from Accounts Branch Counter.
3. In case you desire your case to be processed on urgent basis, on payment of requisite emergent fee, please contact the Director **T&R** for necessary endorsement before paying the fees/submitting the documents at the counter.
4. **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 1<sup>st</sup> class Magistrate/Nazim concerned.
  - Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad or the Consulate General.
5. The Buyer may check whether the property is clear or not for transfer by paying Rs. 1000/- in cash at account counter. Information will be given the next day.
6. For Transfer through court, the Transfer papers to be prepared after getting briefing from Administrative Officer.
7. Officers (from all svcs) who are original allottees of DHA Karachi and desirous of disposing off / tfr their plots have to obtain NOC from GHQ, AG's Branch (DHA Cell) Rwp.

**SPECIMEN**

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

Subject: MUTATION/TRANSFER OF NAME IN RESPECT OF PLOT NO. \_\_\_\_\_  
OR THERE ABOUT, SITUATED  
IN PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY, KARACHI.

Dear Sir,

It is submitted that I have transferred the above said plot in favour of  
\_\_\_\_\_ S/o  
\_\_\_\_\_ Muslim adult, R/o  
\_\_\_\_\_ as per Transfer Affidavit No. \_\_\_\_\_  
dated \_\_\_\_\_.

It is requested that necessary Mutation / Transfer my 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**

**NOTE: TO BE TYPED ON Rs. 20/- NON JUDICIAL STAMP PAPER.**

I/We \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_,  
 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 an oath and declare as under:-

1. That we/I am duly registered in Category \_\_\_\_\_ with the Pakistan Defence Officers Housing  
 Authority, Karachi vide Registration No. DHA \_\_\_\_\_ and we/I was  
 allotted/transferred a plot of land bearing No. \_\_\_\_\_ Street  
 No. \_\_\_\_\_ Phase \_\_\_\_\_ measuring \_\_\_\_\_ sq yds or thereabout situated in the said  
 Housing Authority \*(and subsequently the said plot was divided as \_\_\_\_\_  
 Street \_\_\_\_\_ Phase \_\_\_\_\_ each measuring \_\_\_\_\_ sq yds respectively).

2. That by virtue of Regulation No.9 made by the Executive Board of the Defence Housing  
 Authority, we/I hereby return original Allotment Order/Transfer Order 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 Military Estates Offices and of the Pakistan Officers Defence Housing Authority, 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 \_\_\_\_\_  
 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 \_\_\_\_\_ Sq Yds, thereabout, situated in Defence Officer's Housing Authority, 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,  
2-B, East Street, Phase-I,  
Karachi.

Subject: **ISSUANCE OF ALLOTMENT ORDER**

Dear Sir,

We/I am the Allottee of a plot of land bearing No. \_\_\_\_\_ Phase \_\_\_\_\_ measuring \_\_\_\_\_ Square Yards, but formal Allotment Order in this respect has not yet been issued.

That We/I have cleared all the outstanding dues of the plot in question and have signed the transfer documents of said plot in favour of \_\_\_\_\_.

It is requested that formal Allotment Order 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 : \_\_\_\_\_

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

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

**SPECIMEN**

To: The Administrator  
Defence Housing Authority,  
**Karachi.**

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

Dear Sir,

We have applied for \_\_\_\_\_ of Plot No. \_\_\_\_\_  
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 \_\_\_\_\_ )

2. \_\_\_\_\_  
(Mr \_\_\_\_\_ )

3. \_\_\_\_\_  
(Mr \_\_\_\_\_ )

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