

DHA CITY

ISSUANCE OF CERTIFIED TRUE COPY

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

Subject: **Issuance Of Certified True Copy**

Reference: a. File No. _____ of plot measuring _____ sq.
yds.(approx).

Dear Sir,

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

Thanking You,

Yours faithfully,

Name: _____

Address: _____

CNIC No. _____

* Delete which ever is not applicable.

Dated: _____

Submitted following: -

- a. Affidavit on Rs. 20/- Non Judicial Stamp Paper duly attested (Specimen Attached).
- b. Signatures on application (as per specimen) 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 repute/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. 10000/- (CTC Charges) in favour of DHA City Karachi.

Notes:

1. CTC will not be despatched. Personal appearance before the DHA Designated Officer is mandatory while receiving CTC.
2. In case CTC is required to be **attached** with the case, appearance of owner before DHA designated officer is mandatory at the time of submission of application for CTC.
3. The CTC application should be deposited at the Reception Counter and obtain a receipt. The receipt will indicate the date of collection in case of no dispute/legal notice etc.
4. CTC cases are not processed on urgent basis.
5. Before submission of CTC case, all outstanding dues/up to-date instalments 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.
7. **List of Newspapers. English.** Dawn, The News, The Nation, Frontier Post & Baluchistan Times.
Urdu. Jang and Nawa-e-Waqt.

SPECIMEN AFFIDAVIT**(On Rs. 20/- Non Judicial Stamp Paper. Attested by Oath Commissioner)**

1. I, Mr/Miss/Mrs _____
s/o/d/o/w/o

_____ Defence Housing Authority (DHA City) membership
No. _____ Muslim adult, resident of
_____ do hereby solemnly affirm on Oath and
declare that I have lost Info Letter/Allotment Order/Transfer Order/ of my Plot No.
_____ 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 Housing Authority (DHA City), 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 (DHA City)

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

DEPONENT

3
SPECIMEN

LOST

Info Letter / Allotment Order / Transfer Order of Plot File No.

_____measuring _____ sq yds located in Pakistan Defence Officers Housing Authority, (DHA City) Karachi has been lost. Finder or any one having objection / claim may please be contacted me / us and Director Transfer & Record, DHA City Karachi within fourteen (14) days of publication. I / We have also approached DHA City Karachi for Certified True Copy of this document. 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, Frontier Post and Baluchistan Times.
 - b. **Urdu Morning Daily.** Jang and Nawa-e-Waqt.