

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. 20/- 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.**
 - 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 of deceased.
 - h. Pay Order/Bank Draft of Rs. 5000/- as Processing fee.
 - i. Heirship Certificate duly attested by Justice of Peace/Nazim concerned/1st class Magistrate.
 - j. 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.
 - k. 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.
 - l. 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. 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 Receipt will be issued by the Reception Counter.

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.
 - 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 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 we/I am the legal heir (together with Son/Daughter/Father /Mother
namely _____ of Late Mr/Mrs
_____ in respect of his/her Plot No.
_____ Sq Yds or thereabout situated
in Pakistan Defence Officers Housing Authority, DHA City, Karachi.

That Mr/Mrs _____ died on
_____ a death certificate is enclosed herewith.

I/we therefore request you to please transfer the above said plot in our names.

Thanking you,

Yours faithfully,

SPECIMEN AFFIDAVIT

(LEGAL HEIRS)

I/We _____ Widow/Father/Mother/Sons/
Daughter 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/ _____ and was Allotted/Transferred a plot No.
_____, Street/Lane _____, measuring
_____ Sq Yds. He/She being a SUNNI/SHIA Muslim died on _____, a Death
Certificate is enclosed. He/She left behind the following legal heirs under SUNNI/SHIA Muslim
Law: -

	Name of legal heirs	Relation with deceased	Age
1.			Yrs
2.			Yrs
3.			Yrs
4.			Yrs
5.			Yrs

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

DEPONENT

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 No. _____
_____ 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-Shareer) 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.

HEIRSHIP CERTIFICATE

On the basis of evidence before me this to certify that Mr./Mrs./Miss

_____ 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 _____
S/o _____ R/o _____ having following plot /
plots in, DHA Karachi (DHA City), has expired on _____:-

Photograph
of
Deceased

a. Plot File No. _____ measuring _____ Sq Yds (Approx)

b. Plot File No. _____ measuring _____ Sq Yds (Approx)

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 Director Transfer & Record DHA 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. 20 Stamp paper)

1. I, _____ S / D / W / O _____
CNIC No. _____ Adult Muslim,
Resident of _____, in
possession of my full faculties, sense 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 / Mrs _____
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

Signature _____

Name _____

Dated _____

SPECIMEN

LOST

(In case of Legal Heirs apply)

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. 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.