

DOCUMENTS REQUIRED FOR ISSUANCE OF DUPLICATE
ALLOCATION, INTIMATION, ALLOTMENT & TRANSFER LETTER

1. Affidavit typed on Stamp paper worth Rs.50/- (duly attested by Oath Commissioner).
2. Copy of Computerized CNIC (Duly attested by Army/ Civil Gazetted officer/ Regular Member).
3. Police Report Regarding Loss of Allocation, Intimation, Allotment & Transfer letter.
4. Advertisement regarding loss of document(s) in Two Nationwide Newspapers (Urdu & English) as per specimen; Ad. Size (5 x 2) **(Complete Newspapers to be attached)**.
5. Covering letter requesting for issuance of Duplicate Letter.
6. Original paid challan of Rs.16,000/- for issuance of Duplicate Letter.
7. Two recent passport size photographs with blue background (duly attested).
8. Registration Form available for Rs.350/- at Finance Counter
9. Photocopies of Pension Book, Discharge certificate and Form 'B', in case of Retired JCO,NCO & NOKs of Shaheed / Deceased (Duly attested by soldier board).

Note: To place advertisement, please contact Advertising section in PR Branch
(UAN: 111-342-547 ext: 2806 ext:2825)

AFFIDAVIT

(For Duplicate Allocation, Intimation, Allotment or Transfer Letter)

I, _____ S/O _____ resident of _____ in possession of my full faculties and senses and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

- a. That I am a bonafied member of DHA, Lahore vide Registration No. _____ and the owner of Plot No. _____ Phase _____ measuring _____ situated at Defence Housing Authority Lahore.
- b. That I have misplaced / **lost the original Allocation, Intimation, Allotment or Transfer letter** of my said plot and the same has not been used by me or on my behalf for sale / gift or mortgage to any financial Institute individual.
- c. That I may kindly be issued duplicate Allocation, Intimation, Allotment or Transfer letter.
- d. That if the original Allocation, Intimation, Allotment or Transfer letter is found subsequently it will not be misused by me and the same will be surrendered to the Authority.
- e. That if anything is found contrary to the above mentioned statement I will be held responsible for the same and DHA will have the right to initiate legal remedial action as considered necessary.
- f.

(Sign &Thumb Impression)

DEPONENT

VERIFICATION

Verified on Oath at Lahore, this _____ day of _____ that the contents of above affidavit are true to the best of my knowledge and belief and nothing has been concealed there from.

(Sign &Thumb Impression)

DEPONENT