

DOCUMENTS REQUIRED

1. Forwarding letter giving the details of documents under legal heirs' signature / thumb impression.
2. Original Allocation / Intimation / Allotment / Transfer Letter for cancellation so that new letter can be issued in the name of legal heirs'.
3. Certified copies of Suit / Judgment and Decree in respect of legal heirs issued by the Civil Judge having competent Jurisdiction.
4. Affidavit typed on Stamp paper worth Rs.50/- duly attested by Oath Commissioner as per Specimen.
5. Death Certificate (duly attested) by Gazatted Class – 1 Officer.
6. Photocopies of the Computerized National Identity Card (CNIC) of all legal heirs' (duly attested)
7. Passport size photograph (**with blue background**) of all legal heirs' duly attested by class one officer.
8. Advertisement regarding death of owner / member with photograph in two National / Nation Wide newspapers (Urdu & English) as per specimen.
9. Registration Form of legal heirs' (jointly) Rs.1,000/- available at Finance counters.
10. Original paid challan of Registration fee
11. Original paid challan of Transfer fee
12. Original paid challan of court verification fee.

Note:

- a. Original CNIC must be brought by owner(s)
- b. For collection of Legal Heirs Letters minors are not required to come.
- c. **In case of constructed properties, on due date one of the co-owners to collect the photocopy of Transfer Letter for Mutation from Cantonment Board. On receipt of Mutation Letter, all the owners will physically come for collection of original Transfer Letter.**
- d. **"Members are required to intimate DHA Lahore about change in address / cell phone number / landline immediately on occurrence, failing which can cause inconvenience in correspondence and also request for waiver of surcharge on development charges will not be entertained."**
- e. In case any of the legal heirs is in abroad, he / she can authorize other legal heir to collect allocation / intimation / allotment / transfer letter on their behalf. The authority letter has to be attested by concerned Pakistani Embassy / Consulates.
- f. As per GHQ latest policy NOKs / Legal Heirs of Offrs who are allotted svc / appt benefits are request to approach GHQ with following documents:-
 - i. Application by NOKs / Legal Heir
 - ii. Declaratory Decree from Civil Court
 - iii. Copy of Allocation / Intimation / Allotment / Transfer Letter issued by DHA Lahore
 - iv. Death Certificate of officer
 - v. Death Certificate of NOKs / Legal Heir (in case of death)
 - vi. Copy of CNICs of NOKs / Legal Heir (if applicable)
 - vii. Court Surrendered Certificate / Proof (in case of surrender of share by NOKs / Legal Heir

To,

The Secretary
Defence Housing Authority,
Lahore Cantt.

Subject: **Transfer of Plot / House No. _____, Sector _____ Phase _____, DHA Lahore Cantt.**

Sir,

It is respectfully stated that late _____ S/O, W/O, D/O _____
owner of the Plot / House No. _____, Sector _____, Phase _____ Measuring _____
_____ Marla / Kanal in DHA Lahore died on _____. We _____
_____ the undersigned are the only legal heirs of deceased.

It is therefore requested that above mentioned Plot / House may kindly be transferred in the names of legal heirs.

Following documents are attached.

- a. Affidavit (original) + 2 x Photostat (duly attested by Oath Commissioner)
- b. Photocopy of CNIC(s) of all legal heirs (duly attested)
- c. Death certificate (duly attested)
- d. Original Allocation / Intimation / Allotment / Transfer Letter
- e. Advertisement regarding death in two newspapers (Urdu & English)
- f. Forwarding letter / Application
- g. Registration form
- h. Certified copy of court orders (Suit, Decree and Judgment)

<u>Sr. No.</u>	<u>Name of Legal Heirs</u>	<u>Signature</u>	<u>Thump Impression</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Note: Duly attested by Notary Public in case of legal heir residing in Abroad.

AFFIDAVIT

(On Rs.50/- Non-Judicial stamp paper duly attested by the Oath Commissioner)

I / We the legal heirs of late _____
R/O _____ do

hereby state on solemn affirmation as under:

That late _____ was a bonafide member of DHA Lahore Cantt. (Ex LCCHS Lahore Cantt.) vide registration no. _____ and was allotted / transferred a plot no. _____ in phase _____ Sector _____ measuring _____ Kanal / Marla. He being a Muslim / Non-Muslim died on _____. A death certificate enclosed. He left the following legal heirs:

- | | | | | | |
|----|-------|------|-------|-----|-------|
| 1. | _____ | F/O | _____ | Age | _____ |
| 2. | _____ | M/O | _____ | Age | _____ |
| 3. | _____ | Wd/O | _____ | Age | _____ |
| 4. | _____ | S/O | _____ | Age | _____ |
| 5. | _____ | D/O | _____ | Age | _____ |
| 6. | _____ | /O | _____ | Age | _____ |
| 7. | _____ | /O | _____ | Age | _____ |
| 8. | _____ | /O | _____ | Age | _____ |

To the best of our / my knowledge and belief there are no other legal heirs. That whatever is stated above is true to the best of my / our knowledge and belief.

- | | | |
|----|-------------------------------|--------|
| 1. | _____ | _____ |
| | (Signature& Thumb Impression) | (Name) |
| 2. | _____ | _____ |
| | (Signature& Thumb Impression) | (Name) |
| 3. | _____ | _____ |
| | (Signature& Thumb Impression) | (Name) |
| 4. | _____ | _____ |
| | (Signature& Thumb Impression) | (Name) |
| 5. | _____ | _____ |
| | (Signature& Thumb Impression) | (Name) |
| 6. | _____ | _____ |
| | (Signature& Thumb Impression) | (Name) |
| 7. | _____ | _____ |
| | (Signature& Thumb Impression) | (Name) |
| 8. | _____ | _____ |
| | (Signature& Thumb Impression) | (Name) |

Date: _____

AT: _____

Note: Duly attested by Notary Public in case of legal heir residing in Abroad.

PUBLIC NOTICE
(LEGAL HEIR TRANSFER)

Photo
Passport Size
Blue
Background

Beware that _____

S/O, D/O, W/O _____

died on _____. We are the legal heirs of his / her plot no. _____,

Phase _____, Sector _____, Measuring _____ Marla / Kanal Defence

Housing Authority, Lahore Cantt.,

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

Anybody having objections may contact Secretary Defence Housing Authority, Main Office Complex Phase 6, Lahore Cantt. Within 15 days of the publication of this notice.

Note:

- DHA will accept only "Nation Wide" circulated Newspapers.
- The advertisement should be in two columns (Size: 5" x 2")
- To place the advertisement, customer may contact "PR Branch" at DHA Main Office Complex, Lahore (UAN: 042-111-342-547 Ext. 2810).

اطلاع عام (وراثتی جائیداد کی منتقلی)

فوٹو

پاسپورٹ سائز
بلیو بیک گراؤنڈ

ہر خاص و عام کو مطلع کیا جاتا ہے کہ مسمیٰ / مسماۃ _____

ولد / زوجہ _____ مورخہ _____ کو وفات پا گئے ہیں۔

ان کا پلاٹ نمبر _____ سیکٹر _____ فیز _____ سائز _____ مرلا / کنال

ڈی۔ ایچ۔ اے لاہور میں ہے۔

مرحوم _____ کے قطعی و حقیقی وارثان ہیں اور پلاٹ مذکورہ ہم وارثان کے نام منتقل کروا رہے ہیں۔

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

اگر اس کے خلاف کسی کو کوئی اعتراض ہو تو پندرہ دن کے اندر سیکرٹری ڈی۔ ایچ۔ اے مین آفس کمپلس فیز ۶ لاہور سے رجوع کرے۔

نوٹ:

۱۔ صرف قومی اشاعت کے اخبارات میں اشتہار دیں۔

۲۔ اشتہار کا سائز (5" x 2")۔

۳۔ اخبار میں اشتہار دینے کیلئے "PR برانچ" ڈی۔ ایچ۔ اے مین آفس لاہور سے رابطہ کریں۔

یو۔ اے۔ این: (042-111-342-547) ایکسٹنشن: (2810)