ISSUANCE OF DUPLICATE LETTER

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. Photocopy of CNIC (Duly attested by Army / Civil Gazetted officer/ Regular Member / Oath Commissioner).
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. Application for issuance of Duplicate Letter.
6. Original paid challan of Rs.16,000/- (Duplicate Fee) for issuance of Duplicate Letter.
7. Two recent passport size photographs with blue background (duly attested).
8. Registration Form available for Rs.1,000/- 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. 2825)
- “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.”

Defence Housing Authority

Main Office Complex, Sector “A”, Phase VI. | UAN: 042-111-342-547 | E-mail: customercare@dhalahore.org
ISSUANCE OF DUPLICATE LETTER

Document Reference: 4433021

AFFIDAVIT

(For Duplicate Allocation, Intimation, Allotment or Transfer Letter)
(On stamp paper worth Rs.50/- duly attested by Oath Commissioner)

I, ______________________________________________S/O, W/O, D/O ______________________________________

having CNIC No. __________________________________________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:-

1. That I am a bonafied member of DHA, Lahore vide Registration No. ______________________ and the owner of
 Plot No. __________ Sector __________ Phase __________ measuring __________ Kanal / Marla situated at
 Defence Housing Authority Lahore.

2. 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.

3. That I may kindly be issued duplicate Allocation, Intimation and Allotment or Transfer letter.

4. 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.

5. 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.

(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
PUBLIC NOTICE

(Loss Of Allocation, Intimation, Allotment& Transfer Letter)

Allocation, Intimation, Allotment and Transfer Letter of Plot ______________________ Sector ______________________
Phase ______________ Measuring __________ Kanal / Marla issued by Defence Housing Authority, Lahore Cantt. In
the name of _______________________________________________________________________________________
S/O, D/O, W/O ____________________________________________________________________________________
R/O ______________________________________________________________________________________________
has been lost. Finder may return the same to Secretary, Defence Housing Authority, Main Office Complex, Phase 6,
Lahore Cantt. Otherwise after 7 days original Allocation, Intimation, Allotment and Transfer Letter shall be treated as
cancelled.

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).
ISSUANCE OF DUPLICATE LETTER

Document Reference: 4433023

Defence Housing Authority
Main Office Complex, Sector “A”, Phase VI
UAN: 042-111-342-547
E-mail: customercare@dhalahore.org