DOCUMNETS 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)

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

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)

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
(وراہیں پاپکھ وارنگ)

LEGAL HEIR TRANSFER

Document Reference: 4433027

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