

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

1. Affidavit on E-Stamp Paper worth Rs.300/- duly attested by the Oath Commissioner.
2. Photocopy of CNIC (duly attested by Gazetted officer).
3. Police Report original Regarding Loss of Allocation, Intimation, Allotment and Transfer letter from concerned Police Station.
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.30,000/- (Duplicate Fee) for issuance of Duplicate Letter.
7. Two latest passport size photographs (high quality) with blue background (duly attested by Gazetted officer)
8. Registration Form available for Rs.1,500/- 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. 2826) or visit DHA Website for the approved list of newspapers (English & Urdu)
- "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."

AFFIDAVIT

**(For Duplicate Allocation, Intimation, Allotment or Transfer Letter)
(On E-Stamp Paper worth Rs.300/- duly attested by the 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)

Photo

Passport Size

Blue
Background

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,

LahoreCantt. 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. 2826).

اطلاع عام
برائے گمشدگی
(ایلوکیشن / انٹیمیشن / الاٹمنٹ / ٹرانسفر لیٹر)

فوٹو

پاسپورٹ سائز
بلیو بیک گراؤنڈ

ڈیفنس ہاؤسنگ اتھارٹی لاہور کینٹ کی طرف سے جاری کردہ ایلوکیشن / انٹیمیشن / الاٹمنٹ / ٹرانسفر لیٹر برائے پلاٹ نمبر _____

سیکٹر _____ فیز _____ سائز _____ واقع ڈیفنس ہاؤسنگ اتھارٹی

لاہور کینٹ بنام _____

ولد / زوجہ _____

سکنہ _____

میں گم ہو گیا ہے۔ برائے مہربانی جس کسی کو ملے وہ سیکرٹری ڈی۔ ایچ۔ اے مین آفس کمپلکس فیز ۶ لاہور کینٹ کو پہنچادیں۔

وگرنہ سات دن کے بعد مذکورہ بالا لیٹر کینسل تصور ہوگا۔

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: (2826)