

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 **Letter of Administration/Succession Certificate issued by NADRA.**
4. **Affidavit by Legal Heir(s) on E-Stamp Paper worth Rs.300/-duly attested by the Oath Commissioner in relation to confirmation of total number of Legal Heir(s) (Specimen attached).**
5. Death Certificate (duly attested) by Gazatted Class – 1 Officer.
6. Photocopies of the Computerized National Identity Card (CNIC) and "FRC" of all legal heirs' (duly attested).
7. 2xPassport 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 (DHA employees are exempted).
9. Registration Form of legal heirs' (jointly) available at Finance counters.
10. Original paid challan of Registration fee.
11. Original paid challan of Transfer fee.
12. Original paid challan of **Legal Processing Fee.**
13. **Surrender Affidavit of Inheritance Share duly attested from Oath Commissioner as per specimen attached (if applicable).**

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 (as per specimen attached) has to be attested by concerned Pakistani Embassy / Consulate **or Solicitor/ Notarized.** Furthermore in case of inheritance share surrender the affidavit has to be attested by concerned Pakistani Embassy/ Consulate.
- f. **Any one Legal Heir out of all can submit the Legal Heir(s) documents with his/ her signatures & thumb impressions. However all Legal Heirs (LHs) will have to be present at the time of Transfer Letter collection.**
- g. In case of House/ Building, original Transfer letter will be issued after mutation in concerned Cantt. Board. However photocopy of Transfer Letter can be obtained on due date by any of the LHs.
- h. 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.

- Affidavit (original) + 2 x Photostat (duly attested by Oath Commissioner)
- Photocopy of CNIC(s) of all legal heirs (duly attested)
- Death certificate (duly attested)
- Original Allocation / Intimation / Allotment / Transfer Letter
- Advertisement regarding death in two newspapers (Urdu & English)
- Forwarding letter / Application
- Registration form
- Certified copy of court orders (Suit, Decree and Judgment)/ Succession Certificate from NADRA
- All original paid challans

<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.	_____	_____	_____

AFFIDAVIT

(On E-Stamp Paper worth Rs.300/- duly attested by the Oath Commissioner)

1. I / We, the below name is/are Son/ Daughter/ Wife/ Father/ Mother legal heir(s) of Mr./ Mst _____
 _____ (deceased) S/O
 _____ CNIC _____

Ser	Name of Legal Heir	Age	Residential Address	Relationship with Deceased
1.				
2.				
3.				
4.				

Do hereby solemnly affirm and declare as under:

- That the Mr./Mst _____ (deceased) was the Owner/ Co-Owner of Plot No. _____, Sector _____, Phase _____, Measuring _____ Marla/ Kanalsituated in DHA Lahore.
- That according to the existing law of inheritance applicable to him/ her, I/we is/are the only legal heir(s) of the deceased and no other person(s) has any right, title, interest, claim in assets of the deceased.
- That I/we am/are entitled to inherit solely/ jointly the aforesaid properties and I/we am/are bound to responsible for claim of any deprived person(s) legal heir(s) in future.
- That there is no other legal heir(s) of the said deceased except those mentioned above.
- That my above affidavit is true and correct to the best of my knowledge and belief and nothing has been concealed.

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)

**AUTHORITY LETTER FOR COLLECTION OF
INTIMATION/ TRANSFER LETTER BY OVERSEAS (LEGAL HEIR CASE ONLY)**

I _____ holding CNIC no _____ S/D/W/O _____ R/O
House No _____

am a co-legal heir of the House/ Plot No _____ Sec _____ Phase
_____ Measuring _____ Defence Housing Authority Lahore, which has been transferred in
our name. I will not be able to collect Intimation/ Transfer Letter.

Therefore, I hereby authorized Mr./ Mrs. _____ S/D/W/O _____
holding CNIC no _____ R/O House No _____

who is another co-legal heir of the said Plot/ House to collect intimation/ Transfer Letter from the office of
Defence Housing Authority Lahore Cantt, on my behalf.

Owner's Signature & Thumb Impression

Dated _____

Contact No. _____

Country of Stay _____

Signature & Stamp
Embassy/ Consulate/ Notary
Public/ Solicitor

Note: The authority letter has to be attested by concerned Pakistani Embassy / Consulate or Notary Public/
Solicitor.

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. 2826).

اطلاع عام (وراثتی جائیداد کی منتقلی)

فوٹو

پاسپورٹ سائز
بلیو بیک گراؤنڈ

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

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: (2826)