

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

1. Affidavit on E-Stamp Paper (with signature and thumb impression) 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 (list approved by media cell) (Urdu & English) as per specimen; Add. Size (5" x 2") (Complete page of Newspapers to be attached).
5. Application for Issuance of Duplicate Letter.
6. Original paid challan(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 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 (Media Cell) (UAN: 111-342-547 Ext. 2826) or visit DHA Website for the approvedlist of newspapers (English & Urdu)**
- **“Members are required to intimate DHA Lahore about change in address/ name/ signature/ CNIC / 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 duly attested by the Oath Commissioner)**

I, \_\_\_\_\_ S/O, W/O, D/O \_\_\_\_\_  
having CNIC No. \_\_\_\_\_ Date of Issue  
\_\_\_\_\_ 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 declares 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, Transfer letter or share cert  
(ex merged societies) 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 or 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**

Name \_\_\_\_\_

CNIC \_\_\_\_\_

**VERIFICATION:**

Verified on Oath at Lahore, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, 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)

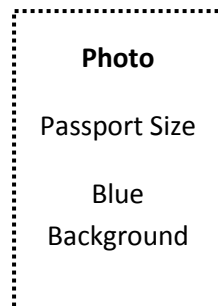
**DEPONENT**

Name \_\_\_\_\_

CNIC \_\_\_\_\_

**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 \_\_\_\_\_ CNIC \_\_\_\_\_

S/O, D/O, W/O \_\_\_\_\_ R/O \_\_\_\_\_

which has been lost at \_\_\_\_\_ on \_\_\_\_\_ 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. 2826).

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

فوٹو

پاسپورٹ سائز  
بلیو بیک گراؤنڈ

ڈیفنس ہاؤسنگ اتھارٹی لاہور کینٹ کی طرف سے جاری کردہ ایلوکیشن / انٹیمیشن / ٹرانسفر لیٹر برائے پلاٹ نمبر \_\_\_\_\_  
سیکٹر \_\_\_\_\_ فیز \_\_\_\_\_ سائز \_\_\_\_\_ واقع ڈیفنس ہاؤسنگ اتھارٹی لاہور کینٹ  
بنام \_\_\_\_\_ شناختی کارڈ نمبر \_\_\_\_\_  
ولد / زوجہ \_\_\_\_\_ سکھ \_\_\_\_\_  
جو کہ مورخہ \_\_\_\_\_ میں گم ہو گیا ہے۔  
برائے مہربانی جس کسی کو ملے وہ سیکرٹری ڈی ایچ اے مین آفس کمپلیکس فیز ۶ لاہور کینٹ کو پہنچادیں۔ وگرنہ سات دن کے بعد  
مذکورہ 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" میڈیا سیل ڈی۔ ایچ۔ اے مین آفس لاہور سے رابطہ کریں۔

یو۔ اے۔ این: (042-111-342-547) ایکسٹنشن: (2826)