

DOCUMENTS REQUIRED

1. Forwarding / Covering letter giving the details of documents under legal heirs' signature / thumb impression.
2. Original Allocation / Intimation / Allotment / Transfer Letter for cancellation to be deposited 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 or **Letter of Administration issued by NADRA**.
4. **Affidavit by Legal Heir(s) on E-Stamp Paper 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. (Deceased owner/ His/Her parents or affidavit duly attested by Gazatted Officer / Notary Public).
6. Photocopies of the Computerized National Identity Card (**CNIC**) and "**FRC**" of all legal heirs (duly attested by Notary Public).
7. 2xPassport size photographs(**with blue background**) of all legal heirs duly attested by Notary Public.
8. Advertisement regarding death of owner / member with photograph in two National / Nation Wide newspapers (Urdu & English) as per specimen according to DHA list(**DHA employees are exempted**).
9. Registration Form of legal heirs' (jointly) available at Finance counters.
10. Original paid challan of Registration fee. Transfer fee and Legal processing fee.
11. **Surrender Affidavit of Inheritance Share will be executed before Deputy Director Legal and ADT&R Transfer Branch if already surrendered in Court of law as per specimen attached (if applicable)**. Furthermore in case of inheritance share surrender in Court by the legal heir/ (who living abroad) the surrender Affidavit (complete in all respect) has to be attested by concerned Pakistani Embassy/ Consulate. (If applicable).

Note:

- a. Original valid CNIC must be brought by the owner(s)
- b. For collection of Legal Heirs Letters minors are not required to visit DHA Office Lahore.
- 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 owners will physically come for the collection of original Transfer Letter.
- d. Members are required to intimate DHA Lahore about change in address, name/ signatures / 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. Legal heir procedure should be signed by all legal heirs / documents completed in all respects before depositing the same. In case of any legal heir abroad he/she can auth other co-legal heir to collect any type of letter on his/her behalf through authority letter duly notarize from abroad (specimen attached).
- f. **Any one Legal Heir/his representative can submit the legal heir documents duly completed with his/her signatures/thumb impression. In case any of the legal heir who can't come to DHA Office Lahore at the time of collection of Transfer Letter will submit covering letter, Affidavit and authority letter through his authority holder duly notarized from abroad (duly signed/thump impression. (specimen attached)**
- 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 (NADRA) of an officer.
 - v. Death Certificate (NADRA) 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.
 - viii. Legal Heir's of officer / GHQ AG's Br W & R Dte. Address, name, signature/thumb impression and valid CNIC No, Mobile No.

To,

The Secretary
Defense 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
_____ CNIC No _____ owner of the Plot / House No.
_____, Sector _____, Phase _____ Measuring _____ Marla / Kanal in DHA Lahore has died
on _____. I, 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 Photo state (duly attested by Oath Commissioner).
- b. Photocopy of CNIC(s) of all legal heirs (duly attested).
- c. NADRA Death certificate (duly attested).
- d. Original Allocation / Intimation / Allotment / Transfer Letter.
- e. Advertisement regarding death in two nationwide newspapers (Urdu & English).
- f. Forwarding letter / Application.
- g. Registration form.
- h. Certified copy of court orders (Suit, Decree and Judgment)/ Succession Certificate from NADRA.
- i. 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(s)	Age	Residential Address	Relationship with Deceased
1.				
2.				
3.				
4.				

Do hereby solemnly affirm and declare as under:

2. That the Mr. /Mst. _____ (deceased) was the Owner/ Co-Owner of Plot No. _____, Sector _____, Phase _____, measuring _____ Marla/ Kanal situated in DHA Lahore.
3. 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.
4. That I/we am/are entitled to inherit solely/ jointly the aforesaid properties and I/we am/are bound to be responsible for any claim/share of any deprived person(s) legal heir(s) in future.
5. That there is no other legal heir(s) of the said deceased except those mentioned above.
6. 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 valid CNIC no _____
_____ S/D/W of _____ 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 personally; therefore, I hereby authorized
Mr./ Mrs./Miss. _____ S/D/W of _____ holding valid CNIC no
_____, R/O House No _____ who is
another co-legal heir of the same Plot/ House to collect intimation/ Transfer Letter from the office of Defence
Housing Authority Lahore Cantt, on my behalf.

Owner's Signature & Thumb Impression

CNIC No _____

Contact No _____

Country of stay _____

Date _____

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
(Deceased)

Beware that _____ S/O, D/O, W/O _____

CNIC No _____ 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 مسمی / مسماة _____ ولد / زوجہ _____
شناختی کارڈ نمبر _____ مورخہ _____ کو وفات پا گئے ہیں۔
ہم اس (مرحوم / مرحومہ) کے اس پلاٹ کے حقیقی ورثاء ہیں: ان کا پلاٹ نمبر _____ سیکٹر _____ فیزر _____
سائز _____ مرلہ / کنال ڈی ایچ اے لاہور میں ہے۔

_____	.1
_____	.2
_____	.3
_____	.4
_____	.5
_____	.6
_____	.7
_____	.8

اگر اس کے خلاف کسی کو کوئی اعتراض ہو تو پندرہ (15) دن کے اندر سیکرٹری ڈی ایچ اے، مین آفس کمپلیکس، بلاک اے، فیزر 6 لاہور سے رجوع کرے۔

نوٹ:

1. صرف قومی اشاعت کے اخبارات میں اشتہار دیں۔
 2. اشتہار کا سائز (5" x 2")۔
 3. اخبار میں اشتہار دینے کیلئے 'PR' براؤنچ میڈیا سیل " ڈی ایچ اے، مین آفس کمپلیکس، بلاک اے، فیزر 6، لاہور سے رابطہ کریں۔
- یو اے این (UAN): (042 111 342 547) ایکسٹینشن (Extention): (2826)