

**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 **or Succession Certificate issued by NADRA.**
4. **Affidavit by Legal Heir(s) on E-Stamp Paper worth Rs.100/- 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) 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 (**DHA employees are exempted**).
9. Registration Form of legal heirs' (jointly) **Rs.1,500/-** 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 has to be attested by concerned Pakistani Embassy / Consulates **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.

- 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)/ Succession Certificate from NADRA
- i. All original paid challans

<b><u>Sr. No.</u></b>	<b><u>Name of Legal Heirs</u></b>	<b><u>Signature</u></b>	<b><u>Thump Impression</u></b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

**AFFIDAVIT**

**(On E-Stamp Paper worth Rs.100/- 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/ Kanal situated 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)

**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)