

**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**  
**HIBA ZABANI BILA EWAZ**  
**(INSTRUCTION SLIP)**

1. To apply for transfer of plot by Hiba Zabani Bila Ewaz following documents are required to be submitted: -

- a. Covering letter signed by the owner with additional three signatures for signing in the presence of DHA Designated Officer (Specimen attached).
  - b. An affidavit (Specimen attached) on Rs. 100/- (Per Donor) Stamp Paper duly attested by an Oath Commissioner.
  - c. 1x photocopy each of CNIC of each i.e. donor & donee.
  - d. Two attested photographs of the transferee/donee.
  - e. Original Allotment Order/Transfer Order/Division Order etc to be returned for cancellation.
  - f. Undertaking for Loan Mortgage of Plot by Donor.
  - g. In case of Hiba of plot in the name of more than one owner, a consent letter from all the co-sharers be attached, indicating/mentioning the address on which the correspondence is to be made.
  - h. GHQ NOC, in case of transfer by Armed Forces allottee officer.
  - i. Photocopies of valid DHA M/ship card or copy of Receipt of both Donor and Donee.
2. Ensure all dues on the plot are cleared.
  3. After 'Sign Before' on the transfer documents, the Designated Officer will return the documents to the Donor (Transferor).
  4. The Donee (Transferee) to pay the transfer fee in the Account Branch (1st Floor). The Account Branch will make necessary endorsement on the covering letter.
  5. The donee (Transferee) to deposit the Transfer Documents at the Reception (veranda) and obtain a receipt. The receipt will indicate the date of collection.

**Notes:**

1. All fees are subject to change without notice.
2. Before making out a Pay Order/Bank Draft please find out the outstanding dues and current rate of Fee from Accounts Branch.
3. In case you desire your case to be processed on urgent basis, on payment of requisite emergent fee, please contact the Director/Addl Directors for necessary endorsement before paying the fees/submitting the documents at the counter reception.
4. **Attestation of Affidavits**
  - Affidavit executed within Karachi (Pakistan) be got attested by Oath Commissioner/Notary Public/ Nazim concerned.
  - Affidavit executed outside Karachi (within Pakistan) be got attested by 1st class Magistrate/Nazim concerned.
  - Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad / Consulate General.

The Administrator  
Pakistan Defence Officers Housing Authority,  
2-B, East Street, Phase-I,  
Karachi.

Subject: MUTATION/TRANSFER OF NAME (BY HIBA ZABANI BILA EWAZ) IN RESPECT  
OF PLOT NO. \_\_\_\_\_ MEASURING  
\_\_\_\_\_ SQ YDS OR THEREABOUT SITUATED IN PAKISTAN DEFENCE  
OFFICERS HOUSING AUTHORITY, KARACHI.

Dear Sir,

It is submitted that I/we have transferred (By Hiba Zabani Bila Ewaz) the above said plot  
in \_\_\_\_\_ favour \_\_\_\_\_ of  
\_\_\_\_\_ Wife/Son/Daughter of  
\_\_\_\_\_ Muslim, adult /  
Minor resident of \_\_\_\_\_ as per  
Affidavit No. \_\_\_\_\_ Dated \_\_\_\_\_.

It is requested that necessary Mutation/Transfer may kindly be effected in your record  
and in future all the correspondence to be done directly with him/her at the above given  
address.

Thanking you,

Yours faithfully,

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**SPECIMEN AFFIDAVIT**

**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**  
**(HIBA ZABANI BILA EWAZ FOR MAJORS)**

I/We \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_  
 Muslim adult, resident \_\_\_\_\_ in  
 possession of my free will and without any coercion or duress, do hereby solemnly affirm and  
 declare as under: -

1. That we/I am duly registered in Category “ \_\_\_\_\_ ” with the Pakistan Defence Officers  
 Housing Authority, Karachi vide registration No. \_\_\_\_\_ and we/I was allotted  
 /transferred a plot of Land bearing No. \_\_\_\_\_ in the said  
 Authority, measuring \_\_\_\_\_ Sq Yds.

2. That on account of natural love and affection which we/I bear to my Wife/Son/Daughter/  
 Mrs/Mr/Miss \_\_\_\_\_ on \_\_\_\_\_ in the  
 presence of Mr. \_\_\_\_\_ and Mr.  
 \_\_\_\_\_, we/I, by HIBA ZABANI BILA EWAZ, gifted away the above  
 said property to my \_\_\_\_\_ who is now the owner of the property.

3. That by virtue of Regulation No.9 made by the Executive Board of the Authority we/I  
 hereby return Original Allotment Order/Transfer Order/Division Order No. \_\_\_\_\_ dated  
 \_\_\_\_\_ for cancellation and relinquish the above said Allotment /Transfer/Division of  
 plot in my/our name in favour of Mr/Miss/Mrs \_\_\_\_\_  
 s/o,d/o,w/o \_\_\_\_\_ Muslim, adult R/O  
 \_\_\_\_\_ who is also registered in  
 Category \_\_\_\_\_ with the Authority vide Registration No. DHA/  
 \_\_\_\_\_.

4. That having relinquished the plot to the above said Authority for transfer to  
 \_\_\_\_\_ conferring full rights and  
 possession of the plot upon the above said transferee.

5. That we/I have also handed over complete possession of my said plot to  
 \_\_\_\_\_ on the same date i.e. \_\_\_\_\_ alongwith all the  
 relevant documents pertaining to the property.

6. That we/I solemnly affirm and declare that the name of \_\_\_\_\_  
 should be entered in the records of Military Estates Office and of the Pakistan Defence Officers  
 Housing Authority, Karachi, as the owner of the said property.

7. That we/I solemnly declare that we/I have no right, title or interest in the said property  
 and Mr/Mrs \_\_\_\_\_ is the exclusive owner since  
 \_\_\_\_\_.

8. That we/I understand that having transferred my said plot, we/I cannot claim another or a  
 second Allotment of a residential plot in the said Authority.

9. That whatever is stated above is true.

( \_\_\_\_\_ )

Karachi,

Dated \_\_\_\_\_

**WITNESS:**

1. \_\_\_\_\_

2. \_\_\_\_\_

I/We \_\_\_\_\_  
 Wife/Son/Daughter \_\_\_\_\_ of  
 \_\_\_\_\_ do  
 solemnly affirm that my \_\_\_\_\_ by names of HIBA ZABANI BILA  
 EWAZ gifted away the property No. \_\_\_\_\_  
 Pakistan Defence Officers Housing Authority, Karachi in the presence of witnesses in my favour  
 and that he put in possession as absolute owner of the above said property and that I have  
 accepted the gift, Wife/Son/Daughter of \_\_\_\_\_  
 \_\_\_\_\_.

**WITNESS:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Note:**

**To be executed on Rs 100/= Non-Judicial Paper (or as prescribed by the Government),  
signed and sworn before 1<sup>st</sup> Class Magistrate/Oath Commissioner.**

**DEPONENT**

**SPECIMEN AFFIDAVIT****PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**  
**(HIBA ZABANI BILA EWAZ FOR MINORS)**

I/We

\_\_\_\_ s/o \_\_\_\_\_ d/o \_\_\_\_\_ w/o \_\_\_\_\_

Muslim, \_\_\_\_\_ adult, \_\_\_\_\_ resident \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_

possession of my full faculties and by my own free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

1. That we/I am duly registered in Category “ \_\_\_\_\_ ” with the Pakistan Defence Officers Housing Authority, Karachi, vide registration No. \_\_\_\_\_ and we/I was allotted/transferred a plot of land bearing No. \_\_\_\_\_ measuring \_\_\_\_\_ in the said Authority.

2. That on account of natural love and affection which we/I bear to my minor son/daughter namely \_\_\_\_\_ Miss/Master \_\_\_\_\_ we/I, \_\_\_\_\_ on \_\_\_\_\_ in the presence of have gifted away the whole/ \_\_\_\_\_ share in the above said plot to my/our said minor son/daughter who is now owner of the same.

3. That we/I have also handed over complete possession of my said plot through his/her father/mother \_\_\_\_\_ Mr./Mrs. \_\_\_\_\_ r/o \_\_\_\_\_ who is also natural guardian of the minor on the same date i.e. \_\_\_\_\_ alongwith all relevant documents pertaining to the plot.

4. That the said gift had been accepted with possession thereof on behalf of the said minor on the said date in the presence of the witness above named and since then the ownership of the whole/ \_\_\_\_\_ share of the said plot has been vested in the name of the said minor.

5. That the name of the said minor (Donee) Miss/Master \_\_\_\_\_ should be accordingly entered in the records of M.E.O. and the Pakistan Defence Officers Housing Authority, Karachi, as owner/co-owner to the extent of his/her share in the said plot.

6. That we/I have No right, title or interest in the whole/ \_\_\_\_\_ share of the plot as gifted by me/us, and Miss/Master \_\_\_\_\_ is the owner of the same since \_\_\_\_\_

7. That we/I understand that having transferred by way of oral gift the said plot/share in the said plot, we/I cannot claim another/or a second allotment of a plot in the said Authority.

Place \_\_\_\_\_ Date \_\_\_\_\_

**WITNESSES:** (\_\_\_\_\_)

1. \_\_\_\_\_

2. \_\_\_\_\_

I Mr. \_\_\_\_\_ s/o/d/o/w/o  
\_\_\_\_\_ as Guardian of Master/Miss  
\_\_\_\_\_ Minor, solemnly affirm that I  
namely Mr. \_\_\_\_\_ by 'Hiba Zabani Bila Ewaz' gifted away  
the property/plot No. \_\_\_\_\_ with construction thereon, in  
presence of the under-mentioned Witnesses in favour of my  
Son/Daughter/Grandson/Granddaughter \_\_\_\_\_ and have delivered all the  
documents pertaining to the property and that he/she is now in full possession and absolute  
owner of the above said property and that he/she is now in full possession and absolute owner  
of the above said property and I have accepted the Gift on behalf of Master/Miss  
\_\_\_\_\_ Minor as Guardian.

Place \_\_\_\_\_ Date \_\_\_\_\_ Guardian

FATHER (\_\_\_\_\_)

**WITNESSES:**

1. \_\_\_\_\_

SIGNED FOR AND ON BEHALF OF

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: To be executed on Rs 100/= Non-Judicial Paper (or as prescribed by the Government), signed and sworn before 1<sup>st</sup> Class Magistrate/Oath Commissioner.**

**UNDER TAKING FOR****LOAN MORTGAGE OF PLOT IN DEFENCE HOUSING AUTHORITY**

I/We \_\_\_\_\_ s/o/d/o/w/o  
 \_\_\_\_\_ Muslim, adult and resident of  
 \_\_\_\_\_ do hereby  
 solemnly affirm and undertake as under: -

1. That we/I am the Allottee/Transferee of the Plot No: \_\_\_\_\_ Street No: \_\_\_\_\_ Phase: \_\_\_\_\_ Measuring \_\_\_\_\_ Sq Yds, or thereabout, situated in Defence Officer's Housing Authority, Karachi, and the same is still subsisting.
2. That we/I have not Executed or Registered Lease of the plot in question.
3. That we/I have not been issued No Objection Certificate for Mortgage or sale or plot.
4. That we/I have not drawn any loan against the plot or Mortgaged.

**DEPONENT**