

## **SURRENDER DEED**

The Surrender Deed is executed whenever a plot whose Lease has already been registered by the allottee/ transferee, subsequently desires to sub-divide the plot, or to gift away the plot in favour of his/her legal/natural heirs or to transfer the plot to any person registered with the Authority, in such cases the original Lease already registered will have to be surrendered before execution of a fresh Lease in the name of transferees.

### **DOCUMENTS REQUIRED FOR SURRENDER DEED**

For the purpose of Registration of Surrender Deed, the following formalities are required to be completed: -

1. Application addressed to the Administrator, DHA from Allottee / Transferee requesting Registration of Surrender deed with fully elaborating the purpose of Surrender.
2. National Identity Card (Two Photocopies) of owner and two photocopies of each witness (Photocopies of both sides of NIC of owner and witness should be on one page).
3. No Demand Certificate from Account Branch for Surrender deed (Original)
4. Certificate to the effect that the plot is open (Specimen attached).
5. Sub Lease 'A' Original along-with one Photocopy.
6. Two identical Affidavits for surrender on Rs. 20/- non-judicial Stamp Paper duly attested by Oath Commissioner (Specimen attached).
7. Surrender deed Form duly affixed Special Adhesive Stamp from Central stamping office, City Court Karachi.
8. One latest Passport size photograph.
9. In case NOC for loan obtained from DHA, NOC / Redemption deed from Bank / HBFC (Original).
10. **IN CASE OF SPECIAL POWER OF ATTORNEY**
  - a. Original Special Power of Attorney duly registered / attested by *PAKISTAN EMBASSY* if outside Pakistan, along-with on photocopy having Rs. 2/- Court Fee Stamp on it.
11. **IN CASE OF GENERAL POWER OF ATTORNEY**
  - a. Two photocopies of General Power of Attorney (GPA) duly Registered by a Sub-Registrar / Distt. Registrar or attested by *PAKISTAN EMBASSY* if outside Pakistan, having Rs. 2/- Court Fee Stamp on it.
  - b. Photo copy of acceptance letter of GPA issued by DHA.
  - c. Certificate to the effect that the execution of the power is alive duly attested by Oath Commissioner / Notary Public / Class – I Gazetted Officer.

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### **NOTE: -**

- Registration of normal documents is carried out **only THURSDAY between 1100 Hours To 1330 Hours..**
- At the time of Registration you must be in possession of your Original National Identity Card for Identification.
- You are required to bring cash amount of Rs.100/- being Registration fee of the document.

Two identical Affidavits each on Rs.20/- Stamp Paper duly attested by an Oath Commissioner, to the effect that there is no Loan against the plot which is lying open and there is no construction thereon. (One for Sub-Registrar and other for DHA record).

### AFFIDAVIT

I, \_\_\_\_\_ S/O, D/O \_\_\_\_\_,  
Muslim, adult, Resident of \_\_\_\_\_,  
holder of N.I.C. No. \_\_\_\_\_ of my full faculties and  
Senses and of my free will and without any coercion or duress do hereby  
solemnly affirm and declare on Oath as under: -

1. That I am Allottee/Transferee/Attorney of Plot No. \_\_\_\_\_  
\_\_\_\_\_ Measuring \_\_\_\_\_ square yards.
  
2. That I, \_\_\_\_\_ in my capacity as  
Allottee/Transferee/Attorney do hereby declare that I do not owe any loan which  
is due immediately or on a future date to any Bank/Society/Corporation.
  
3. That the plot is open till today.
  
4. That whatever is stated above is true and correct to the best of my  
knowledge and belief.

\_\_\_\_\_  
**DEPONENT**

**Note: -**

Delete what is not applicable

**CERTIFICATE**

This is to certify that the plot No. \_\_\_\_\_, \_\_\_\_\_,  
Phase-\_\_\_\_\_ DHA Karachi, measuring \_\_\_\_\_ sq.yards or thereabout  
situated in Pakistan Defence Officers Housing Authority, Karachi, is lying open  
and no construction has so far been made.

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

S/O.

R/o.\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_

KARACHI.