

**DEFENCE HOUSING AUTHORITY CITY KARACHI****ISSUANCE OF CERTIFIED TRUE COPY**

The Administrator  
 Defence Officers Housing Authority (DHA City)  
 KM-50 Motorway M-9 Post Code-75340  
 Karachi

Subject: **Issuance of Certified True Copy**

Reference: Plot File No \_\_\_\_\_ (Plot No \_\_\_\_\_, Sector No \_\_\_\_\_ Sub Sector \_\_\_\_\_)  
 measuring \_\_\_\_\_ sq yds (approx).

Dear Sir,

I have lost my Information Letter /Allotment Letter / Intimation Letter /Allocation Letter/ Transfer Order / Adjustment Letter / Relocation Letter/ Allotment Order. I therefore request that Certified True Copy (CTC) of the \_\_\_\_\_ may please be issued. In case Original (name of document) title document \_\_\_\_\_ is found, the same will be sent to you for cancellation.  
 (Name of document)

Thanking You,

Yours faithfully,

Name:

Address:

M/Ship No

CNIC No

Contact No

Dated: \_\_\_\_\_

**Enclosures to be Submitted: -**

- Affidavit on Rs. 200/- on stamp paper duly attested (Specimen Attached).**
- Signatures on application (specimen as above).
- 1 x photo copy of CNIC (Colour copy) duly attested.
- Publication in two National Daily Newspapers (Urdu & English) of reputed/wide circulation in Karachi and the province of residence of the applicant regarding loss of document required (Specimen attached). \* **List of newspapers below.**
  - English. The News, The Nation, Daily Times, Financial Post, Frontier Post and Baluchistan Times.**
  - Urdu. Nawa-e-Waqt, Dunya, Express, Amn, Jasarat, Mashriq and Aaj**

**Kal. Daily Dunya.**

- Bank Draft/Pay Order for Rs. 20,000/- (CTC Charges) in favour of DHA City Karachi. **(CTC Fee Changeable).**
- Photocopy of valid DHA City Membership Card.**

**Notes:**

1. CTC will not be despatched. Personal appearance before the DHA Designated Officer is mandatory while receiving CTC.
2. **The CTC application should be deposited at the Reception Counter T&R DCK against which a receipt will be issued indicating the date of collection, original receipt will be deposited back with DHA at the time of receipt of CTC.**
3. CTC cases are not processed on urgent basis.
4. Before submission of CTC case, all outstanding dues/up to-date installments against plot must be cleared.
5. **Attestation of Affidavits**
  - Affidavit executed inland be got attested by Oath Commissioner.
  - Affidavits executed outside Pakistan be got attested from **authorized officer of Pak Embassy or the Consulate General.**

**SPECIMEN AFFIDAVIT****DEFENCE HOUSING AUTHORITY CITY KARACHI****(On Rs 300/- Stamp Paper Attested by Oath Commissioner)**

1. I, Mr. / Miss / Mrs./ Mst \_\_\_\_\_ S/o / d/o /  
w/o \_\_\_\_\_ CNIC No. \_\_\_\_\_  
Defence Housing Authority (DHA City) membership No. \_\_\_\_\_ Muslim adult, resident of  
\_\_\_\_\_ do hereby solemnly affirm on Oath and declare that I have lost Information  
Letter / Intimation Letter / Transfer Order / Adjustment Letter / Allotment Order of my Plot File No  
\_\_\_\_\_ (plot No \_\_\_\_\_, Sector No \_\_\_\_\_ Sub Sector No \_\_\_\_\_) Measuring \_\_\_\_\_ Sq  
Yds.

2. That in case, any claim is made by any body on the loss / misplaced Information Letter / Intimation  
Letter / Transfer Order / Adjustment Letter / Allotment Order of this plot, I undertake to indemnify the Defence  
Housing Authority (DHA City), for any consequences.

3. That in case the \_\_\_\_\_ is found later on, it will be deposited  
with \_\_\_\_\_  
(Name of Title Document)  
the Defence Housing Authority (DHA City).

4. That whatever been stated above are true and correct to the best of my knowledge and belief.

**DEPONENT****Attestation as per instruction slip**

## SPECIMEN

DEFENCE HOUSING AUTHORITY CITY KARACHI**LOST**

Information Letter /Allotment Letter/ Intimation Letter /Allocation Letter/ Transfer Order / Adjustment Letter /Relocation Letter/ Allotment Order of Plot File No \_\_\_\_\_ (Plot No \_\_\_\_\_, Sector No \_\_\_\_\_ Sub Sector No \_\_\_\_\_) measuring \_\_\_\_\_ sq yds located in Pakistan Defence Officers Housing Authority, (DHA City) Karachi has been lost. Finder or anyone having objection / claim may please contact me / us and Director Transfer & Record, DHA City Karachi within fifteen (15) days of publication. I / We have also approached DHA City Karachi for Certified True Copy (CTC) of \_\_\_\_\_. On Expiry of notice period, no objection / claim will be accepted.

(Name of document)

Name: \_\_\_\_\_

CNIC No. \_\_\_\_\_

DHA City Membership No: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

**Notes:**

1. Strike out whichever is not applicable.
2. **The above contents be translated in Urdu for publication in Urdu newspapers.**
3. Publication be made in following with photograph of deceased: -
  - a. **English Morning Daily, The News, The Nation, Daily Times, Financial Post, Frontier Post and Baluchistan Times.**
  - b. **Urdu Morning Daily, Nawa-e-Waqt, Dunya, Express, Amn, Jasarat, Mashriq and Aaj Kal. Daily Dunya.**