

**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI**

**DIVISION OF PLOT**  
**(INSTRUCTION SLIP)**

1. To apply for division of plot following documents are required to be submitted: -
  - a. Covering letter signed by the owner of plot (Specimen attached).
  - b. Two Identical Affidavits (Specimen attached) on Rs. 20/- Stamp **Papers duly** attested by an Oath Commissioner.
  - c. Six copies of Site Plan on Ammonia Print showing Division with plots Number, **street No.** dimensions **both sides** duly signed by the owner (Specimen of request for issue of Site Plan attached).
  - d. 1 x photocopy of CNIC duly attested.
  - e. Original Allotment Order/Transfer Order.
  - f. In case of division of plot in the name of more than one owner, a consent letter from all the co-sharers be attached, indicating/mentioning the address & **telephone nos and cell nos of each co-sharer and the mailing addresses for DHA.**
2. Ensure all dues on the plot are cleared.
3. Before presenting the documents at the Transfer Reception please get the endorsement, "Division technically Feasible" from **Town Planning & Building Control Dte** on the covering letter.
4. Once the division documents have been accepted by the Designate officer, please go over to the Accts Branch and pay the Division Fee/clear all dues. The accounts branch will make necessary endorsement on the covering letter.
5. Please deposit the division documents at the 'Reception' at Veranda and obtain a receipt. The receipt will indicate the date of collection **if there are no other violations on plot. In case of any problem the division letter will only be issued subject to clearance.**

**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 TP&BC for necessary endorsement before paying the urgent fees/submitting the documents at the Establishment 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.
  - DHA clearance is required to be obtained before executing affidavit abroad.

**SPECIMEN – COVERING LETTER**

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

Subject: REQUEST FOR THE DIVISION OF PLOT NO  
MEASURING \_\_\_\_\_ SQ YDS

Reference: DHA File No:

Dear Sir,

I am the allottee/transferee of Plot No. \_\_\_\_\_ Street \_\_\_\_\_  
Phase \_\_\_\_\_ Measuring \_\_\_\_\_ sq yards or thereabout situated in the Defence  
Housing Authority, I have cleared all dues in respect of the said plot till today.

It is requested to divide the above said plot in the manner shown in the annexed Site  
Plan to enable two (2)/three (3)/four (4) independent buildings to be built.

Yours faithfully,

Enclosed:-

- ☞ Original allotment/transfer order.
- ☞ Two original division affidavits on Rs.20/- stamp paper attested by Oath Commissioner with two photocopies of each affidavit.
- ☞ Six copies of site plan showing divided plot numbers and dimension duly signed by the owner.
- ☞ 1 x photocopy of owner CNIC duly attested by Oath Commissioner.

**DIVISION AFFIDAVIT****ON RS 20/- STAMP PAPER EACH (TWO)**  
**ATTESTED BY OATH COMMISSIONER**

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

1. That I/we are the legal transferees of Plot No. \_\_\_\_\_  
situated in Pakistan Defence Officers Housing Authority, Karachi, which is transferred in our  
joint names.
2. That I/we have decided to divide the plot in the manner shown in the annexed Site Plan  
to enable TWO independent buildings to be built.
3. That I/we collectively and severally agree to pay the cost of our individual plots thus  
divided and will be responsible for all the dues for each individual plots so divided and I/we  
further confirm that I/we will abide by all the rules of the Defence Authority, the Cantonment  
Board or any other Authority responsible for the Municipal Administration of this Area.
4. I/We understand that the compulsory open spaces as specified for the un-divided plots,  
will be applicable to each of the sub-divided plots.
5. I/We further confirm that the decision of Defence Authority and the Cantonment Board  
with regard to the division of this plot will be acceptable to us and will be binding on both of us  
individually as well as collectively.

**DEPONENTS**

**SPECIMEN OF DIVISION AFFIDAVIT BY NAME**  
**ON RS 20/- STAMP PAPER EACH (TWO)**  
**ATTESTED BY OATH COMMISSIONER**

(Reference: Para 27 (f) )

We \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_  
 Adult, R/o \_\_\_\_\_ in possession  
 of our full faculties and sense and of our free will and without any coercion or duress, do hereby  
 solemnly affirm and declare as under: -

1. That we are the Legal Owners of plot No. \_\_\_\_\_ Kh-e-/Street \_\_\_\_\_  
 Phase \_\_\_\_\_ measuring \_\_\_\_\_ sq. yds. or thereabout, situated in Pakistan Defence  
 Officers Housing Authority, Karachi, which is registered in our joint/several names.

2. That we have decided to divide the plot in the manner shown in the annexed Site Plan to  
 enable independent buildings to be built.

3. After Sub-division of plot in question into independent units, the sub-divided plots will  
 stand in the name shown against each: -

I. Plot No. \_\_\_\_\_ measuring \_\_\_\_\_ sq. yds., Phase \_\_\_\_\_  
 Name: \_\_\_\_\_

II. Plot No. \_\_\_\_\_ measuring \_\_\_\_\_ sq. yds., Phase \_\_\_\_\_  
 Name: \_\_\_\_\_

4. That we collectively and severally agree to pay the cost of our individual plots thus  
 divided and will be responsible for all the dues for each individual plots so divided and we  
 further confirm that we will abide by all the rules imposed by the Defence Authority the  
 Cantonment Board, or any other Authority responsible for the Municipal administration of this  
 area.

5. We understand that the Compulsory Open Spaces as specified for the Undivided plots  
 will be applicable to each of the sub divided plots.

6. We further confirm that the decision of Defence Authority and the Cantonment Board  
 with regard to the division of this Plot will be acceptable to us and will be binding on both of us  
 individually as well as collectively.

**DEPONENTS**

**SPECIMEN**  
**REQUEST FOR SITE PLAN**

The Administrator,  
20  
Pakistan Defence Officers Housing Authority,  
2-B, East Street, Phase-I,  
Karachi.

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

Subject: ISSUANCE OF SITE PLAN OF PLOT NO. \_\_\_\_\_ STREET \_\_\_\_\_  
PHASE \_\_\_\_\_ MEASURING \_\_\_\_\_ SQ YDS OR THERE ABOUT  
DEFENCE HOUSING AUTHORITY, KARACHI.

Reference: DHA File No.

Dear Sir,

I am submitting this application for the issuance of site plan for division purpose in respect of the above said plot. Kindly issue me twelve copies of Site Plan and oblige.

A sum of Rs \_\_\_\_\_ has been deposited with DHA Accounts Branch for the purpose.

Thanking you,

Yours faithfully,

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

\_\_\_\_\_