

SPECIMEN
ISSUANCE OF CERTIFIED TRUE COPY

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

Subject: **Issuance Of Certified True Copy**

Reference: a. File No. _____
b. Plot No. _____ Street No./Lane/Khayaban _____
Phase _____ Measuring _____ sq. yds.(approx)

Dear Sir,

I have lost my *Allotment Order/*Transfer Order/*Division Order/*Intimation Letter. I therefore request that Certified True Copy of the same may please be issued. In case Original Allotment Order/Transfer Order/Division Order/Intimation Letter is found, the same will be sent to you for cancellation.

Thanking You,

Yours faithfully,

Name: _____

Address: _____

CNIC No. _____

* Delete which ever is not applicable.

Dated: _____

Enclosures to be submitted: -

- a. Affidavit on Rs. 20/- Non Judicial Stamp Paper duly attested (Specimen Attached).
- b. Signatures on application (Specimen as above) to be attested by Nazim/CO/Sta Comd/Fmn Comd/Oath Commissioner (as the case may be).
- c. 1 X photo copy of CNIC duly attested.
- d. Publication in two National daily Newspapers (Urdu & English) of repute/wide circulation in Karachi and the province of residence of the applicant regarding loss of document required (Specimen attached). **** List of newspapers below.**
- e. Bank Draft/Pay Order for CTC Charges fee in favour of DHA Karachi.

Notes:

1. CTC will not be despatched. Personal appearance before the Designated Officer of the Authority is mandatory while receiving CTC.
2. In case of CTC is required to be **attached** with the case, then appearance of owner before the DHA designated officer is mandatory at the time of deposit of application for CTC.
3. The CTC application should be deposited at the Reception T&R and obtain a receipt. The receipt will indicate the date of collection in case of no dispute/legal notice etc.
4. CTC cases are not processed on urgent basis.

5.

6. 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.

* **Strike out whichever not applicable.**

** **List of Newspapers: - English Morning Daily Dawn, The News,
Urdu Morning Daily Jang, Nawa-e-Waqt, Express**

SPECIMEN AFFIDAVIT**(On Rs. 20/- Non Judicial Stamp Paper. Attested by Oath Commissioner)**

1. I, Mr/Miss/Mrs _____ s/o/d/o/w/o,
CNIC No. _____.

_____ Defence Housing Authority membership No. _____

Muslim adult, resident of _____ do hereby solemnly affirm on

Oath and declare that I have lost Allotment Order/Transfer Order/Division order/Intimation Letter of my Plot No.

_____, Phase _____, Measuring _____ Sq Yds.

2. That in case, any claim is made by any body on the lost/misplaced Allotment Order/Transfer Order/ Division Order/Intimation Letter of this plot, I undertake to indemnify the Defence Housing Authority for any consequences.

3. That in case the Allotment Order/Transfer Order/Division Order/Intimation Letter is found later on, it will be deposited with the Defence Housing Authority.

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

DEPONENT

LOST

Intimation Letter/Allotment Order/Transfer Order/Division Order of Plot No. _____ Street No. /Lane/Kheyaban_____ Phase _____ Area _____ Sq Yds (approx) located in Pakistan Defence Officers Housing Authority, Karachi has been lost. Finder or anyone having objection/claim may please be contacted me/us and Director Transfer and Record, Pakistan Defence Officers Housing Authority, Karachi within fourteen (15) days of publication. I/we have also approached Defence Officers Housing Authority, Karachi for Certified True Copy of this document. On expiry of notice period, no objection/claim will be accepted.

Name _____

DHA Membership No. _____

Address _____

Telephone No. _____

Note:-

- a. *Strike out whichever is not applicable.*
- b. *The publication be published in English and Urdu Newspapers.*
- c. *Publication be made in following morning dailies of wide circulation: -*

English: *Dawn or The News.*

Urdu: *Daily Jang, Nawai Waqt or Express*