

**DOCUMENTS REQUIRED FOR ISSUANCE OF DUPLICATE
ALLOCATION / INTIMATION / ALLOTMENT/ TRANSFER LETTER**

1. Covering Letter. Covering letter requesting for issuance of duplicate letter.
2. Affidavit. Affidavit (duly attested by Oath Commissioner).
3. CNIC. Copy of Computerized NIC (duly attested).
4. FIR. FIR regarding loss of Allocation, Intimation, Allotment and Transfer letter.
5. Advertisement in Newspapers. Advertisement in two Newspapers (DAWN, NEWS or NATION and JANG, NAWA-I-WAQT or KHABRAIN).
6. Payment Challan. Paid challan of Rs. 16,000.
7. Photographs. Two recent photographs, duly attested.
8. Registration Form. Registration Form available for Rs. 500/- at DHA.

From: _____

To: The Secretary
DHA Gujranwala Cantt

Subject: **Issuance of Duplicate Intimation / Allocation / Allotment or Transfer Letter of Plot / Property No. _____, Sector _____, Phase _____.**

Sir,

1. I have misplaced / lost the original Intimation Letter / Allocation Letter, Allotment Letter / Transfer Letter of my said plot. I have executed necessary papers, which are appended herewith for issuance of duplicate letter, please.

2. Following documents are attached.

- a. Affidavit (duly attested by Oath Commissioner).
- b. Copy of Computerized NIC (duly attested).
- c. FIR regarding loss of Allocation, Intimation, Allotment and Transfer letter.
- d. Advertisement in two Newspapers (DAWN, NEWS or NATION and JANG, NAWA-I-WAQT or KHABRAIN).
- e. Paid challan of Rs. 16,000.
- f. Two recent photographs, duly attested.
- g. Registration Form available for Rs. 500/- at DHA.

3. Kindly issue the duplicate letter of the above said plot / property.

Yours Sincerely,

Signature

Signature

Signature

AFFIDAVIT

(Worth Rs. 300)

(For Duplicate Intimation / Allocation / Allotment and Transfer Letter)

I, _____ S/O _____ resident of _____ in possession of my full faculties and senses and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

- a. That I am a bonafied member of DHA Gujranwala vide Membership No. _____ and the owner of Plot No _____ Phase _____ measuring _____ situated at Defence Housing Authority Gujranwala.
- b. That I have misplaced / lost the original Intimation Letter / Allocation Letter, Allotment Letter / Transfer Letter of my said plot and the same has not been used by me or on my behalf for sale / gift or mortgage with financial Institute.
- c. That I may kindly be issued duplicate Allocation, Allotment / Transfer Letter.
- d. That if the original letter is found subsequently it will not be misused by me and the same will be surrendered to the Authority.
- e. That if any thing is found contrary to the above mentioned statement, I will be held responsible for the same and DHA will have the right to initiate legal remedial action as considered necessary.

DEPONENT

VERIFICATION

Verified on Oath at Gujranwala Cantt, this _____ day of _____ that the contents of above affidavit are true to the best of my knowledge and belief and nothing has been concealed there from.

DEPONENT

ONLY IN 'NEWS, DAWN OR NATION'

LOSS OF INTIMATION / ALLOCATION / ALLOTMENT / TRANSFER LETTER

ALLOCATION / ALLOTMENT / TRANSFER LETTER OF PLOT NO _____ SECTOR _____
PHASE _____, MEASURING _____ ISSUED BY DEFENCE HOUSING AUTHORITY
GUJRANWALA IN THE NAME OF _____ SON OF
_____ R/O _____ HAS BEEN LOST.
FINDER MAY RETURN THE SAME TO SECRETARY, DEFENCE HOUSING AUTHORITY
GUJRANWALA.

(صرف جنگ، نوائے وقت یا خبریں)

گمشدگی

ڈیفنس ہاؤسنگ اتھارٹی گوجرانوالہ کی طرف سے جاری کردہ اصل لیٹر برائے پلاٹ نمبر.....

پیمائشی..... سیکٹر..... فیز..... واقع ڈی ایچ اے گوجرانوالہ

بنام..... ولد.....

سکنہ..... کہیں گم ہو گیا ہے۔ برائے مہربانی جس کو ملے وہ سیکرٹری

ڈی ایچ اے گوجرانوالہ کو پہنچادیں۔