

To,  
The Administrator  
Defence Officers Housing Authority  
Karachi.

Date: \_\_\_\_\_

Subject: CHANGE OF OWNERSHIP NAME / TRANSFER HISTORY

1. I have applied in CBC for change of owner's name of property no. \_\_\_\_\_ purchased by me through registered Conveyance Deed No. \_\_\_\_\_.
2. CBC has asked me to provide the detail of all the transferees of the said property since 1979.
3. I therefore request you to please provide the said information to me or to CBC so that I can complete my formalities.
4. Copy of CNIC's of owner's of property be attached.
5. Signatures which has been carried out during DHA membership.
6. Service Charges has been paid (Tick) as under:-
  - a. Urgent (within 5 working days) = Rs.5000/-
  - b. Normal (within 12 working days) = Rs.3000/-
  - c. Receipt attached.

Thanks and regards

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Membership no \_\_\_\_\_

File no \_\_\_\_\_

Phone no \_\_\_\_\_

Enclosed

1x copy of CNIC

1x CBC letter / Transfer Letter copy

Subject to Scrutiny & Legal Clearance as applicable

Not to be dispatched