

To,

The Executive Director  
Transfer & Record Branch  
Defence Housing Authority  
Lahore Cantt

Subject: **Provision of Ownership Certificate**

1. I/ We am/ are /was/ were Owner/ Co-Owner/ Legal Heirs(s) of Mr /Mrs /Ms/ Mst \_\_\_\_\_  
CNIC No \_\_\_\_\_ owner of Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, Measuring \_\_\_\_\_  
Kanal/ Marla. I/ We want the subject certificate for **Court Declaration / Letter of Administration / FBR/ LESCO/ Bank/  
NADRA/ Visa/ Record or** \_\_\_\_\_ purpose. You are  
requested to issue the subject certificate. Certificate should include detail of above mentioned plot / property or **all plots /  
properties in the name of Owner.**

2. I hereby authorize Mr/ Ms/ Mrs \_\_\_\_\_ Son/ Daughter/ Wife of \_\_\_\_\_,  
CNIC No. \_\_\_\_\_ Address \_\_\_\_\_, Mobile  
No. \_\_\_\_\_ to collect ownership certificate on my behalf. His/ Her three specimen signatures are as  
under:-

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

**OR**

Dispatch original ownership certificate on following address:-

**Detail of Legal Heirs of (Deceased Owners)**

- a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_  
e. \_\_\_\_\_  
f. \_\_\_\_\_

Sincerely,

Applicant's Signature: \_\_\_\_\_

Relationship with Owner: **Self or** \_\_\_\_\_

CNIC No: \_\_\_\_\_

Mob No: \_\_\_\_\_

**DOCUMENTS REQUIRED:**

- 1 x Photocopy of Owner's valid CNIC duly attested by Gazetted officer.
- 1 x Photocopy of valid CNIC of Authority Holder (in case of collection by Authority Holder) duly attested by Gazetted officer.
- 1 x Photocopy of valid CNIC of the Applicant duly attested by Gazetted officer.
- In Legal Heirs Case following documents duly attested by Gazetted officer are required for ownership certificate:-
  - Death Certificate (NADRA).
  - FRC.
  - CNIC(s) of all Legal Heirs (if applicable).
- Original Paid Challan of Ownership Certificate Fee.
- Ownership Certificate can be collected on 2<sup>nd</sup> working day (submission day not include) after 02:00 PM/ from Legal Advisor, Tfr& Record Branch.