



# KARACHI DEVELOPMENT AUTHORITY

## LAND MANAGEMENT

# 4

APPLICATION FORM

DIARY NO. \_\_\_\_\_

DATE \_\_\_\_\_

### Mutation by Inheritance

Category/Plot No./Quarter No./Block/Sector
Scheme/Township
Nature of Plot
Size of Plot/Quarter
Name of Deceased
Name of Legal Heirs

(THIS FILE COVER MUST BE PRESENTED ALONG WITH APPLICATION AND ENCLOSURES)

APPLICATION FORM-4

Mutation by Inheritance



4

Category/Plot No./Quarter No./Block/Sector
Scheme/Township
Nature of Plot Residential/Commercial/Industrial/Flat Site
Size of Plot/Quarter
Name of Deceased Owner
Name of Legal Heirs

RECEIPT/ACKNOWLEDGMENT

Received Application alongwith the relevant enclosures mentioned in the form vide Diary No.

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of Officer Receiving the Application  
Official Seal

Name of the applicant

Signature

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(This box should be filled in by the applicant)

- 1 THE APPLICATION SHOULD BE PREFERABLY TYPED.
- 2 The applicant should submit this form in original, duly completed in all respect and duly signed.
- 3 Forms having cuttings, erasings or incomplete can be rejected and shall not be accepted at counter.
- 4 The covering application at page 1, and other forms/pages, should be read carefully, so that complete information and the enclosures to be attached should not be omitted.
- 5 All the enclosures should be properly attached/tagged and Page numbered neatly.
- 6 It should be ensured that the matter specified in the various specimen attached with this form, should be used without any modification, unless so advised by the competent authority.
- 7 Documents should be Attested by a Notary invariably bear the notarial stamp of the Notary Public. Affidavits if any can be got attested by an Oath Commissioner. Attestation may also be got done from a First Class Magistrate or a Gazetted Officer not below Grade - 17
- 8 The original documents of title and paid copies of original challans must be presented for verification at the time of submitting applications as well as when demanded.
- 9 Please call on 15th day of submission of application, if nothing is heard during this period.
- 10 Frequent visits to the office may be avoided.
- 11 Please notify if there is any change in your address, failing which the notices/letters sent on the available addresses shall be deemed to have been served.
- 12 To know the progress of the case or to collect documents/orders please contact the counter in person alongwith original documents of title or depute an authorised person for the same. Such person should be holder of an authority letter or Power of Attorney.
- 13 In cases of transfer/mutation, the transferees/mutatees should ensure that he/she/it/are making transactions with a genuine person holding valid/legal and original documents of title. The KDA does not take the responsibility for processing and finalizing the cases based on forged documents presented to it, unless notice is given well in time.
- 14 The Authority reserves the right to cancel/with-draw any document obtained through mis-representation, concealment of facts, unfair means or by presenting forged documents.

- 1۔ درخواست نامیپ شدہ ہو تو بہتر ہوگا۔
- 2۔ درخواست دہندگان اصل فارم ہر طرح مکمل کر کے دستخط کے بعد جمع کرائیں۔
- 3۔ فارم میں تفصیلات کئی ہوئی یا نامکمل ہونے کی صورت میں فارم مسترد کر دیا جائے گا اور کاؤنٹر پر قابل نہ ہوگا۔
- 4۔ صفحہ (1) پر درج درخواست اور دیگر فارم/صفحات کو نمبر سے پڑھ لیں تاکہ مکمل تفصیلات اور مطلوبہ کاغذات منسلک کرنے سے نہ رہ جائیں۔
- 5۔ تمام کاغذات کے مناسب طور پر منسلک کر کے صفحہ نمبر صاف لکھیں۔
- 6۔ اس فارم کے ہمراہ مختلف نمونوں میں درج عبارت کو بغیر کسی تبدیلی کے لکھیں۔ جب تک کوئی افسر مجاز اس میں ترمیم نہ کرے۔
- 7۔ منتقلی کے لئے مشترکہ ڈیکلریشن پر نوٹری پبلک کی تصدیق اور ان کی مہر ثبت کرانا لازم ہے۔ حلف ناموں کی صورت میں اوتھریشن سے تصدیق کرائیں۔ مجسٹریٹ درجہ اول یا گریڈڈ آفیسر (گریڈ 17 سے کم نہیں) بھی تصدیق کر سکتے ہیں۔
- 8۔ درخواست جمع کراتے وقت اور جب بھی طلب کیا جائے، ملکیت کی اصل دستاویزات اور اصل چالان کی ادا شدہ نقلیں تصدیق کے لئے پیش کی جائیں۔
- 9۔ اگر کوئی اطلاع موصول نہ ہو تو درخواست جمع کرانے کے 15 ویں دن دفتر سے رجوع کیجئے۔
- 10۔ دفتر میں بار بار آنے سے اجتناب کیجئے۔
- 11۔ آپ کے پتے میں کوئی تبدیلی ہو تو اطلاع دیجئے۔ ورنہ موجود پتے پر بھیجے گئے نوٹس/خطوط کو تصور کیا جائے گا کہ آپ کو موصول ہو گئے ہیں۔
- 12۔ درخواست سے متعلق معلومات کے لئے دستاویزات/آرڈر وصول کرنے کے لئے کاؤنٹر پر بذات خود رجوع کیجئے۔ اور ملکیت کی اصل دستاویزات ہمراہ لائے یا اس کے لئے کسی شخص کو مختار بنائیے۔ اس کے پاس اختیار کا خط یا مختار نامہ ہونا چاہئے۔
- 13۔ منتقلی/تبدیلی کی صورتوں میں منتقلی ایہ/تبدیل ایہ افراد مکمل اطمینان کر لیں کہ وہ حقیقی فرد سے لین دین کر رہے ہیں جو جائز اور قانونی اور اصلی دستاویزات ملکیت کا حامل ہے۔ ڈی۔ اے، ڈم۔ ڈائریکٹس سے کہ اس کو پیش کئے گئے جعلی دستاویزات کی بنا پر معاملہ کی تحقیق جانچ پڑتال مکمل کرے، جب تک کہ نوٹس قبل از وقت نہ دیا جائے۔
- 14۔ ڈی۔ اے، یہ حق محفوظ رکھتی ہے کہ غلط بیانی، حقائق چھپا کر، ناجائز ذرائع یا جعلی دستاویزات پیش کر کے حاصل کردہ دستاویزات کو منسوخ کر دے یا واپس طلب کرے۔

**SPECIMEN 'A'**

**DEED OF RELINQUISHMENT**

**ON NON JUDICIAL STAMP PAPER**

THIS DEED OF RELINQUISHMENT is made at Karachi on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ BETWEEN (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ all sons /daughters and /or wife of Mr/Miss/Mrs/Mst \_\_\_\_\_ Adults, and legal heirs of deceased at \_\_\_\_\_ (hereinafter called the First Party) of the first part AND Mr/Miss/Mrs/Mst \_\_\_\_\_ S/o, D/o, W/o, Wd/o \_\_\_\_\_ adults and legal heirs of (late \_\_\_\_\_ of the other part. The parties to this deed shall include their respective legal heirs assignees and successors.

WHEREAS Mr/Miss/Mrs/Mst (Late) \_\_\_\_\_ S/o, D/o, W/o, expired on \_\_\_\_\_ at \_\_\_\_\_ was the sole and absolute owner of plot/quarter No \_\_\_\_\_ Sector/Block No. \_\_\_\_\_ measuring \_\_\_\_\_ sq. yds. in Scheme/ Township \_\_\_\_\_ KDA, and in respect of which the lease deed was already registered at Karachi vide Registration No. \_\_\_\_\_ Page \_\_\_\_\_ to \_\_\_\_\_ Volume \_\_\_\_\_ Book I Addl. dated \_\_\_\_\_ M.F.Roll No \_\_\_\_\_ Dated \_\_\_\_\_.

WHEREAS the said deceased \_\_\_\_\_ S/o, D/o, W/o, Wd/o \_\_\_\_\_ has left the following surviving legal heirs:-

S. No.	Name of Legal Heirs	Age	Relationship
1			
2			
3			
4			
5			

NOW THIS DEED WITNESSETH AS UNDER :

1. That the parties have voluntarily and mutually agreed that the aforesaid plot/quarter be transferred in the name of \_\_\_\_\_ who is son/daughter wife of (late) \_\_\_\_\_ shown at serial Nos \_\_\_\_\_ above, and is in physical possession of the said property.
2. That the first party has got no objection whatsoever, if the said property is transferred in the name of second party and necessary mutation of his/her/their names is carried out in the record of KDA and the record of other relevant Authorities.
3. That the First party has hereby surrendered, relinquished, and abandoned all his/her rights, titles, claims over the said property in favor of the Second Party, who has now become the sole and absolute owner the said property by virtue of these Presents.
4. That the First party shall not claim any right or title in the said property in future nor their respective legal heirs shall have any rights or claims whatsoever over the said property at any time.
5. That the Second Party hereby accepts this relinquishment of rights and disclaimer of the First Party and is now the absolute owner, of the aforesaid property.
6. The First Party and the Second Party hereby agree and undertake that they shall keep the KDA or any other authority, harmless and indemnified against all losses, detriments which may be occasioned due to any action by any person or authority in respect of the said property.

IN WITNESS WHEREOF THE parties above named have got their respective hands hereunto on the day month and year given above.

WITNESSES:

1. \_\_\_\_\_  
2. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_  
(FIRST PARTY) (SECOND PARTY)

ATTESTED BY NOTARY PUBLIC

**SPECIMEN 'B'**

**PUBLIC NOTICE FOR TRANSFER/MUTATION OF PLOTS BY WAY OF INHERITANCE**

I/we \_\_\_\_\_ S/o, D/o, W/o, Wd/o \_\_\_\_\_ residing at \_\_\_\_\_ Karachi have applied for transfer/mutation by way of inheritance plot No/quarter No./Sub Plot/quarter No. \_\_\_\_\_ Block No \_\_\_\_\_ measuring \_\_\_\_\_ sq. yds. in Scheme No. Township \_\_\_\_\_ namely \_\_\_\_\_ KDA, which was owned by late Mr/Miss/Mrs/Mst \_\_\_\_\_ S/o, D/o, W/o, Wd/o \_\_\_\_\_ in the capacity or his/her legal heir Any person having any claim, right, title, lien or any objection whatsoever, should notify the same to the concerned Asst. Director of the Scheme/Township \_\_\_\_\_ alongwith documentary evidence, under a Regd. A/D cover within seven days from the date of publication of this notice failing which any claim, lien, or objection if any, shall be deemed to have been waived and the transfer/mutation of the said property shall be completed.

**SPECIMEN 'C'**

**INDEMNITY BOND WHERE DEED OF RELINQUISHMENT IS REQUIRED/ CASES OF INHERITANCE**

**ON NON JUDICIAL STAMP PAPER OF Rs. 500/-**

I/we \_\_\_\_\_ S/o, D/o, W/o, Wd/o \_\_\_\_\_ adult, residing at \_\_\_\_\_ undertake and state as under:

1. That my/our deceased father / mother/brother/son late Mr/Miss/Mrs/Mst \_\_\_\_\_ S/o, D/o, W/o, Wd/o \_\_\_\_\_ who expired on \_\_\_\_\_ Was the sole and absolute owner of plot / quarter No \_\_\_\_\_ Block No. \_\_\_\_\_ Measuring \_\_\_\_\_ sq yds. in Scheme/ Township \_\_\_\_\_ namely \_\_\_\_\_

2. That my / our deceased father/mother/brother/son Mr/Miss/Mrs/Mst \_\_\_\_\_ has left the following surviving legal heirs:-

S.No.	Name of Legal Heirs	Age	Relationship
1			
2			
3			
4			
5			

3. That now I/We am/are the prospective sole and absolute owner of above property left by my / our deceased \_\_\_\_\_ by virtue of the Deed of Relinquishment, executed by the other surviving legal heirs of my /our deceased \_\_\_\_\_ in my/our favour of \_\_\_\_\_

4. That I/We hereby agree and undertake to abide by all the terms and conditions and covenants contained in the indenture of lease/on which the allotment of above property was made or any other terms & conditions that may be imposed by KDA at the time or transfer or even at a later stage Further I/We agree to pay the premium, ground rent, and other dues to the KDA which may from time to time become due or payable in respect of the said property.

5. That I/We undertake to keep the KDA harmless and indemnified against all losses and detriments which may occasion due to transfer/mutation of property in my / our favour.

whatever has been stated above is true to the best of my/our knowledge & belief.

WITNESSES: 1 \_\_\_\_\_ 2 \_\_\_\_\_

Executant identified by me (ADVOCATE)

NOTARY PUBLIC

EXECUTANT  
Signed Before me and Signature  
ATTESTED

**SPECIMEN 'D'**

**HEIRSHIP CERTIFICATE**

Certified that Mr/Mrs./Miss/Mst \_\_\_\_\_ S/o, W/o, D/o, Wd/o \_\_\_\_\_ resident of \_\_\_\_\_ was known to me for the last \_\_\_\_\_ years, He/She has died on \_\_\_\_\_ leaving behind only the following heirs:-

S. No.	Name of Legal Heirs	Age	Relationship
1			

# FOR OFFICE USE ONLY

(To be examined by AD/ incharge of the branch and signed in relevant Box)

Scrutiny of the papers filled alongwith application for the purpose of transfer/mutation and the relevant file/record, reveals that:-

	Yes	No
1. Status of the applicant/transferor is correct.	<input type="checkbox"/>	<input type="checkbox"/>
2. Details/particulars of plot have been correctly mentioned.	<input type="checkbox"/>	<input type="checkbox"/>
3. Signatures of applicant on these papers are:-	<input type="checkbox"/>	<input type="checkbox"/>
i) According to our record	<input type="checkbox"/>	<input type="checkbox"/>
ii) There is slight variation, but it may be due to passage of time	<input type="checkbox"/>	<input type="checkbox"/>
iii) Totally different (see pages _____ of the file) _____	<input type="checkbox"/>	<input type="checkbox"/>
iv) Signatures of applicant are not available on record, being a case of inheritance.	<input type="checkbox"/>	<input type="checkbox"/>
4. Is this case involved in any:	<input type="checkbox"/>	<input type="checkbox"/>
a) Court case, if so give suit No.	<input type="checkbox"/>	<input type="checkbox"/>
b) Enquiry if any	<input type="checkbox"/>	<input type="checkbox"/>
c) Bengali Property	<input type="checkbox"/>	<input type="checkbox"/>
5. Has any objection in response to the advertisement (if any) for the proposed transfer been received?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there any other dispute about this plot? Give brief description of the dispute.	<input type="checkbox"/>	<input type="checkbox"/>
7. Any other point which the office requires to consider, before finalization of the case:	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the request in accordance with the normal procedure?	<input type="checkbox"/>	<input type="checkbox"/>
9. Final recommendations, whether the proposed transfer/mutation by inheritance be allowed, if not reasons thereof.	<input type="checkbox"/>	<input type="checkbox"/>

**KARACHI DEVELOPMENT AUTHORITY**



**FORM No. 4/ /2016**

**APPLICATION FORM-4**

VALIDITY FOR 60 DAYS

**Mutation by Inheritance**

FORM COST: for Residential Plots Rs. 1500/-  
for Com / Ind / Amenity Plots Rs. 2500/-  
Payable at Cash Branch Rs. 500/-

Bal. for Res Rs. 1000/-

Bal. for others Rs. 2000/-

(Payable with Transaction Fee)

Category/Plot No./Quarter No./Block/Sector
Schema/Township
Nature of Plot Residential/Commercial/Industrial/Flat Site
Size of Plot/Quarter
Name of Deceased Owner
Name of Legal Heirs

**4**

Date of Issue
Signature of Issuing Authority

I/we, the undersigned, herewith submit the following documents and request that mutation by way of inheritance of the above noted plot/quarter maybe allowed in my/our favour of heirs mentioned at page 3. Any other document or information that may be required by the office shall be submitted on demand.

Date      Month      Year

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Signature \_\_\_\_\_

Full Name \_\_\_\_\_ Address \_\_\_\_\_

Computerized National Identity Card Number												
					-						-	

STATUS		
Allottee	Transferee	Attorney

The Asst: Director, \_\_\_\_\_ Scheme/Township KDA Karachi

List of Documents attached: (duly page numbered)

	For Office use only	
	Yes	No
1. Death certificate of the deceased allottee/transferee/mutatee from NADRA KMC/ Cantonment Board etc.	<input type="checkbox"/>	<input type="checkbox"/>
2. Attested Photo copy of C.National Identity Cards of all concerned adult heirs and "B" Form of minors heirs (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
3. In case of leased plots, Search certificate form Sub-Registrar concerned from the date of execution of lease upto date of death of deceased allottee.	<input type="checkbox"/>	<input type="checkbox"/>
4. Deed of Relinquishment (Specimen 'A') on Non judicial stamp paper as prescribed by the Govt. On different size, how ever in case of leased plot it should be duly registered before the Sub-Registrar concerned.	<input type="checkbox"/>	<input type="checkbox"/>
5. Press notification inviting objections (Specimen 'B')	<input type="checkbox"/>	<input type="checkbox"/>
6. Indemnity Bond on Rs. 500/-non judicial stamp paper (Specimen 'C')	<input type="checkbox"/>	<input type="checkbox"/>
7. Heirship Certificate from Gazzetted Officer of Grade-19 or above,(Specimen 'D') Letter of administration from the competent Court, and a certified copy of the plaint. In case of single legal heir/issue less family registration certificate from NADRA will be required.	<input type="checkbox"/>	<input type="checkbox"/>
8. In case Permission to Mortgage/Assign, has already been issued by KDA, either both copies of such permission to be surrendered or in case, the property is Mortgage/ Assigned with HBFC/Bank etc. Deed of Redemption of the loan or a NOC from loan giving agency to the proposed mutation should be submitted, or an Affidavit stating that no loan was obtained by the deceased.	<input type="checkbox"/>	<input type="checkbox"/>
9. Proof of construction i.e. a) Completion Certificate of Building Control Authority. Or b) Paid copy of oldest challan of Property Tax. (P-T-10, PT-1)	<input type="checkbox"/>	<input type="checkbox"/>
10. Photo copies of all paid challans (Give No. Of Challans _____)	<input type="checkbox"/>	<input type="checkbox"/>
11. Attested Photo Copy of Allotment Order alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>
12. Attested Photo copy of Possession Order, alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>
13. Attested Photo copy of Acknowledgement of Possession alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>
14. Attested Photo copy of Site Plan alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>
15. Attested Photo copy of all transfer order alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>
16. Attested Photo copy of lease deed alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>

## DETAILS OF PAYMENTS TO KDA

(to be filled in by applicant)

S.No.	Challan No.	Printed Ch./Rpt/No.	Date of Payment	Occupancy Value	Ground Rent	Surcharge	NUF	Other Charges	Total Amount Paid
1	2	3	4	5	6	7	8	9	10
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
Total									

I/We certify that the above amount have been paid against the plot/quarter and hold all valid ORIGINAL Challans which shall be produced if so required by KDA.

Dated \_\_\_\_\_

Signature of Legal Heirs

### FOR OFFICE USE ONLY

The above payments have been verified from Roneodex Card/other record & seems to be correct. Challan No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_ on account of the following dues has been prepared subject to the "errors & omissions excepted" and subject to the condition the holder of this challan does not confer any right of the title over the plot/quarter unless allotment/transfer/mutation order is valid:

- 1. Occupancy value \_\_\_\_\_ Rs. \_\_\_\_\_
- 2. Ground rent upto \_\_\_\_\_ Rs. \_\_\_\_\_
- 3. Surcharge on late payment \_\_\_\_\_ Rs. \_\_\_\_\_
- 4. Non-utilization fee upto \_\_\_\_\_ Rs. \_\_\_\_\_
- 5. Transfer/Mutation fee \_\_\_\_\_ Rs. \_\_\_\_\_
- 6. Fee for certified true copies of \_\_\_\_\_ Rs. \_\_\_\_\_
- 7. Misc. \_\_\_\_\_ Rs. \_\_\_\_\_

Total Rs. \_\_\_\_\_

Rupees (in words) \_\_\_\_\_

