



KARACHI DEVELOPMENT AUTHORITY

DIRECTORATE OF LAND MANAGEMENT

3

APPLICATION FORM

DIARY NO. _____

DATE _____

Transfer/Mutation by Gift

Category/Plot No./Quarter No./Block/Sector
Scheme/Township
Nature of Plot
Size of Plot/Quarter
Name of Donor
Name of Donee

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



APPLICATION FORM-3

Transfer/Mutation by Gift

Category/Plot No./Block/Sector
Scheme/Township
Nature of Plot Residential/Commercial/Industrial/Flat Site
Size of Plot
Name of Donor
Name of Donee

3

RECEIPT/ACKNOWLEDGEMENT

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

<input type="text"/>	<input type="text"/>
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(This box should be filled in by the applicant)

Instructions & General Notes

ہدایات اور نوٹ

- 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 I, 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 Attestation by a Notary Public on the Joint Declaration for transfer, should 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/they/its/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.
- 15 Please ascertain the officer to-whom objections are to be addressed before

- ۱۔ درخواست نامیپ شدہ ہو تو بہتر ہوگا۔
- ۲۔ درخواست دہندگان اصل فارم ہر طرح مکمل کر کے دستخط کے بعد جمع کرائیں۔
- ۳۔ فارم میں تفصیلات کٹی ہوئی، مٹی ہوئی یا نامکمل ہونے کی صورت میں فارم مسترد کر دیا جائے گا اور کاؤنٹر پر قابل نہ ہوگا۔
- ۴۔ صفحہ (۱) پر درج درخواست اور دیگر فارم/صفحات کو غور سے پڑھ لیں تاکہ مکمل تفصیلات اور مطلوبہ کاغذات منسلک کرنے سے نہ رہ جائیں۔
- ۵۔ تمام کاغذات کے مناسب طور پر منسلک کر کے صفحہ نمبر صاف لکھیں۔
- ۶۔ 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۔
- ۷۔ منتقلی کے لئے مشترکہ ڈیکلاریشن پر نوٹری پبلک کی تصدیق اور ان کی مہر ثبت کرنا لازم ہے۔ حلف ناموں کی صورت میں اوتھ کمشنر سے تصدیق کرائیں۔ مجسٹریٹ درج اول یا گریڈڈ آفیسر (گریڈ ۱۷ سے کم نہیں) بھی تصدیق کر سکتے ہیں۔
- ۸۔ 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۔
- ۹۔ اگر کوئی اطلاع موصول نہ ہو تو درخواست جمع کرانے کے ۱۵ ویں دن دفتر سے رجوع کیجئے۔
- ۱۰۔ دفتر میں بار بار آنے سے احتراز کیجئے۔
- ۱۱۔ 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۔
- ۱۲۔ 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 جتار بنائیے۔ اس کے پاس اختیار کا خط یا جتار نامہ ہونا چاہئے۔
- ۱۳۔ منتقلی/تبدیلی کی صورتوں میں منتقل 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۔ دائر نہیں ہے کہ اس کو پیش گئے کے جعلی دستاویزات کی بنا پر معاملہ کی تحقیق جانچ پڑتال مکمل کرے، جب تک کہ نوٹس قبل از وقت نہ دیا جائے۔
- ۱۴۔ ڈی۔ اے، یہی منظور رکھتی ہے کہ غلط بیانی، جھوٹ چھپا کر، ناجائز ذرائع یا جعلی دستاویزات پیش کر کے حاصل کردہ دستاویزات کو منسوخ کر دے یا واپس طلب کرے۔



Transfer/Mutation by Gift

Category/Plot No./Quarter/Block/Sector	Allotment Order No. & Date
Scheme/Township	Possession Order No. & Date
Nature of Plot Residential/Commercial/Industrial/Flat Site	Date of Physical Possession.
Size of Plot	No. & dt of last transfer order
Name of Donor	Whether constructed or Open
Name of Donee	If constructed, date of completion.

Details of Donor

Name	Father's Name/Husband Name	Full Address	Age	Status
Through Attorney (if any)				

Details of Donee

Name	Father's Name/Husband Name	Full Address	Age	Relationship with Donor
Through Attorney (if any)				

SPECIMEN SIGNATURES

Donor

Donee

Name	CNIC No.	Signature
Name	CNIC No.	Signature
Name	CNIC No.	Signature

Name	CNIC No.	Signature
Name	CNIC No.	Signature
Name	CNIC No.	Signature

DETAILS OF PAYMENTS TO K.D.A.

(to be filled in by applicant)

S.No.	Challan No.	Printed Ch./Rpt/No.	Date of Payment	Occupancy Value	Ground Rent	Late Payment / 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 and hold all valid ORIGINAL Challans which shall be produced if so required by K.D.A.

Dated _____

Signature of Donor

Signature of Donee

FOR OFFICE USE ONLY

The above payments have been verified from accounts branch and it's 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/title over the plot 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. Misc. _____ Rs. _____

Total Rs. _____

Rupees (in words) _____

**SPECIMEN 'A' ON NON JUDICIAL STAMP PAPER OF RS. 500/-
DECLARATION OF GIFT**

- I/we, _____ S/o, D/o, W/o, Wd/o, _____ adult, Residing at _____ do hereby solemnly affirm and declare as under:-
That I/we am/are the present allottee /transferee/mutatee of Plot No. _____ Block No. _____ measuring _____ sq. Yds. in Scheme/Township No. _____ namely _____ Karachi, by virtue of Allotment Order No. _____ dated _____ /transfer/mutation Order No. _____ dated _____ (if any) or Lease Deed registered at Karachi vide Regn. No. _____ pages _____ to Volume _____ Book I Addl. Dated _____ (M.F. Roll No. _____ Dated _____)
- That I/we have transferred my/our rights in the above-mentioned property, along with structure thereon out of natural love and affection in favour of my/our _____ Mr./Miss/Mrs/Mst _____ adult, residing at _____ by way of oral gift in the presence of the following witnesses with effect from _____
- That I/we have delivered actual physical possession of the above mentioned property to the Donee, who has accepted the gift in his/her favour and has taken over the physical possession of the property w.e.f. the date mentioned in the proceeding para.
- That whatever stated above is correct and true to the best of my/our knowledge & belief.

WITNESS: 1 Signature _____ Name _____ Address _____ 2 Signature _____ Name _____ Address _____

Acceptance of Oral Gift.

I/We, _____ S/o, D/o, W/o, Wd/o, _____ adult residing at _____ do hereby declare on solemn affirmation that I/We have accepted the gift made on in my favour by the Donor Mr./Miss/Mrs/Mst _____ S/o, D/o, W/o, Wd/o, _____ in respect of the aforementioned Property in presence of the witnesses mentioned above.

I/We have taken over physical possession of the said property w.e.f. _____ and now am sole owner of the said Property without any concern with the Donor

I/We agree to abide by the terms and conditions on which allotment of the property was originally made and also undertake to abide by such terms and conditions which are imposed by K.D.A. subsequently.

Dated _____ WITNESSES 1 _____ 2 _____

Donor and Donee are identified by me
ADVOCATE

The above parties who are duly identified by Mr. _____ Advocate have made the Declaration of Gift before me and signed in my presence

MAGISTRATE CLASS-1

SPECIMEN 'B' PUBLIC NOTICE FOR TRANSFER/MUTATION BY WAY OF GIFT

I/We _____ S/o./D/o. W/o. Wd/o. _____ residing at _____ have gifted my/our Plot No. _____ Sector/Block No. _____ Measuring _____ sq. Yds. in Scheme No./Township _____ to my _____ namely _____ aged _____ years, and an application for mutation of the plot on the basis of gift moved in K.D.A.

Any Person having any claim, right, title lien or any objection whatsoever should notify the same to the concerned Asstt Director of the respective Scheme along with documentary evidence in support of the claim, within 10 days from the date of this Publication, 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.

Publication in the Newspaper is to be made in Leading daily News paper.

**SPECIMEN 'C' ON NON JUDICIAL PAPER OF RS. 500/-
INDEMNITY BOND FROM DONEE**

I/We _____ S/o./D/o. W/o. Wd/o. _____ Adult, Residing at _____ holding Computerized National Identity Card No. _____ do hereby solemnly affirm and undertake as under:

- That I/We have obtained from Mr./Mrs. _____ S/o. D/o. W/o. Wd/o. _____ resident of _____ by way of Gift, Plot No. _____ Block No. _____ measuring _____ Sq. Yds. in Scheme No./Township _____ namely _____
- That I/We hereby undertake to indemnify the K.D.A. against all losses or damages if any that may be occasioned to the Authority by the transfer/mutation of the aforementioned plot in my/our favour.
- That I/We further agree to abide by all the Rules & Regulations of the K.D.A., which are presently enforce or those to be enforced in future.

IN WITNESSES WHEREOF I/We have hereunto set and subscribed my hands at Karachi this _____ day of _____ 20 _____

1. _____
2. _____

EXECUTANT
SIGNED BEFORE ME
AND SIGNATURES ATTESTED
NOTARY PUBLIC

**SPECIMEN 'D' ON NON JUDICIAL STAMP PAPER OF RS. 500/-
INDEMNITY BOND FROM DONOR**

I/We _____ S/o./D/o. W/o. Wd/o. _____ Adult, Residing at _____ holding computerized National Identity Cards No. _____ do hereby solemnly affirm and undertake as under:

- That I/We am /are the allottee/Transferee/Lessee of Plot bearing No. _____ Block _____ measuring _____ sq. yds. Or there about at K.D.A. SchemNo. _____ namely _____
- I/We have already gifted my aforesaid plot of land to my Mr./Miss/Mrs/Mst _____ S/o. D/o. W/o. Wd/o. _____ Muslim _____ adult, resident of _____
- That I/We am/are/fully responsible of my signatures on the Declaration of Gift as Donor of the plot & other documents of title in connection with the above plot.
- That I/We have not sold/given this plot or entered to an agreement to dispose of the plot to anybody else, prior to this transaction or That prior to this transaction, I/We had entered in to a Sale Agreement with _____ but it was not finalized and the matter has been amicably decided.
- That I/We hereby undertake to indemnify the K.D.A. against all losses or damages if any that may be occasioned by the transfer/mutation of the said plot in favour of _____ due to mis-statement/concealment of facts or any other defect in title.
- That I/We further agree to abide by all the Rules & Regulation of the K.D.A.

In witness whereof I/We have hereunto set and subscribed my hands at Karachi this _____ day of _____ 20 _____

WITNESSE: Name & Full Address

1. _____
2. _____

EXECUTANT
before me and
Signatures are attested
Notary Public

**SPECIMEN 'E' ON RS. 100/- NON-JUDICIAL STAMP PAPER
AFFIDAVIT TO THE EFFECT THAT PERMISSION
TO MORTGAGE/ASSIGN HAS NOT BEEN UTILIZED**

I/We _____ S/o. D/o. W/o. Wd/o. _____ adult, residing _____ and holding National Identity Card No. _____ do hereby declare on solemn affirmation as under:-

- That I/We am/are the allottee/transferee/Mutatee of Plot No. _____ Block No. _____ measuring _____ sq. Yds. In Scheme No. _____ namely _____ By virtue of allotment/Mutation/Transfer Order No. _____ Date _____
- That the lease of the above noted plot has already been registered vide Registration No. _____ Page _____ to _____ Volume _____ Book I Addl. Dated _____ in favour of Mr/Miss/Mrs/Mst _____ S/o. D/o. W/o. Wd/o _____
- That the Permission to Mortgage/ Assign, issued by K.D.A. to me vide No. _____ Dated _____ for the purpose of obtaining loan from _____ has not been utilized by me and no loan against that permission was obtained and that the same has lost. OR That it is in my knowledge that the permission to Mortgage/Assign issued by K.D.A. vide No. _____ Dated _____ in favour of Mr/Miss/Mrs/Mst _____ S/o D/o. W/o. Wd/o. _____ the previous owner of the property, for the purpose of obtaining loan from _____ has not been utilized by him /her and neither he/she nor I/We have obtained loan from any loan giving agency against the property in question and the same has lost. That whatever stated above, is true and correct to the best of my knowledge and belief.

EXECUTANT
SIGNED BEFORE ME AND SIGNATURES ATTESTED

FOR OFFICE USE ONLY

(To be examined by A.D./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/transferer 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:		
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 be allowed, if not reasons thereof.	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Donor

Signature of Donee

