

DOCUMENTS REQUIRED

1. Forwarding letter giving the details of documents under legal heirs' signature / thumb impression.
2. Original Allotment / Transfer Letter for cancellation so that new letter can be issued in the name of legal heirs'.
3. Declaration decree in respect of legal heirs issued by the Civil Judge having competent Jurisdiction.
4. Affidavit typed on Stamp paper worth Rs.50/- duly attested by Oath Commissioner as per Specimen.
5. Death Certificate (duly attested)
6. Photocopies of the Computerized National Identity Card (CNIC) of all legal heirs' (duly attested)
7. Passport size photograph (**with blue background**) of all legal heirs' duly attested by class one officer.
8. Advertisement regarding death of owner / member with photograph in two newspapers (Urdu & English) as per specimen.
9. Registration form of legal heirs' (jointly) of Rs.1,000/-.
10. Registration fee Rs.15,000/- (for all legal heirs)
11. Transfer fee Rs.10,000/-.

Note:

- a. Original CNIC must be brought by owner(s)
- b. For collection of Legal Heirs Letters minors are not required to come.
- c. In case of constructed properties, on due date one of the co-owners to collect the photocopy of Transfer Letter for Mutation from Cantonment Board. On receipt of Mutation Letter, all the owners will physically come for collection of original Transfer Letter.