

PROCEDURE FOR CHANGE OF NAME OF OWNER OF PLOT AT FHS TARNOL

1. Procedure

(a) Applicant submits an application along with required documents as per para 2 below to Project Director FHST for change of his name in the relevant record and subsequently issuance of Allotment/ Transfer Letter with new name:-

(b) Incharge Transfer Section receive, check and verify the documents and on completion, the will give receipt and estimated date to the customer for collection of new Allotment/ Transfer Letter.

(c) Documents will be sent to Record Section for processing.

(d) Provisional letter will be issued to owner giving details of (plot / house), (documents attached) and mode of delivery (**By hand/through Mail**). Expected date of collection will be mentioned on which Original Transfer Letter can be collected from FHS Tarnol.

2. Documents Required

(a) Written application to PD FHST for the change of name.

(b) Paid Bank Challan Rs 1,500/- in favor of “**Fazaia Housing Scheme, Tarnol**”.

(c) Copy of old and new CNIC.

(d) Declaratory Decree (if complete name changed).

(e) Affidavit for the change of name on stamp paper of Rs 50/-. (duly attested by Oath Commissioner/ Notary Public). **Annexure-I**

(f) Copy of Husband / Father CNIC.

(g) Copy of Marriage Certificate/ Divorce certificate (if applicable).

(h) Advertisement in 2 x national newspaper (English & Urdu). **Annexure-II**

(j) Old Allotment / Transfer Letter in **Original**.

**AFFIDAVIT
CHANGE OF NAME**

(On Stamp Paper of Rs 50/- duly attested by Oath Commissioner)

1. I Mr/Miss/Mrs _____
CNIC No _____ Son/Daughter/Wife of _____
Muslim, Adult, R/O _____
do hereby state on oath and declare that previously my name was
Mr/Miss/Mrs _____
son/daughter/wife of _____
Now I have changed my name as Mr/Mrs _____
son/daughter/wife of _____
R/O _____
Same may please be updated in records of Fazaia Housing Scheme, _____

2. That whatever has been stated above is true and correct to the best of my knowledge and belief.

DEPONENT SIGNATURE

Verification

Verified on oath at _____, this _____ day of _____ that the contents of above affidavit are true and correct to the best of my knowledge, information and belief, and that nothing has been concealed therein.

DEPONENT

Note: (to be attested by Oath Commissioner/ Notary Public with date and stamp)

CHANGE OF NAME

Photo

I have changed my name from _____ to _____.
All government and non-government organizations including Fazaia Housing Scheme, Tarnol may please update my new name in their records, therefore enabling me to correct my name in all documents.

Name _____

Father's Name _____

Address _____

تبدیلی نام

تصویر

میں نے اپنا نام _____ سے بدل کر _____ رکھ لیا ہے۔ لہذا! فضائیہ ہائوسنگ سکیم ترنول سمیت دیگر سرکاری و غیر

سرکاری ادارے اپنے ریکارڈ میں میرا نام نوٹ فرما لیں۔ تاکہ میرے تمام کاغذات میں درستگی ممکن ہو سکے۔

نام _____ ولدیت _____

ساکن _____