

GOVERNMENT OF PAKISTAN
MINISTRY OF HOUSING AND WORKS

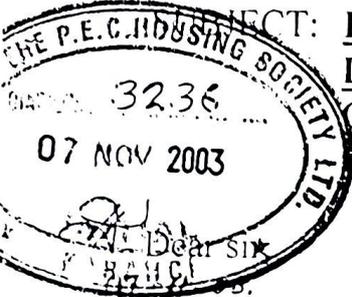
No.1(40)/2003-E-VI

Islamabad the 5th November, 2003.

The Honourary Secretary,
PECHS Ltd.
Karachi.

S E E N	
H.S.	[Signature]
H.J.S.	[Signature]
A.O.	[Signature]

28/11/2003
100(R-24)



**SUBJECT: ENTITLEMENT/PROCEDURE/DOCUMENTS FOR THE
DISPOSAL OF THE CASES OF THE PLOTS OF
COOPERTIVE HOUSING SOCIETIES LOCATED ON
FEDERAL GOVERNMENT LAND AT KARACHI.**

I am directed to say that a meeting has been held on 5-11-2003 under the Chairmanship of the Honourable Minister for Housing and Works along with PECHS representatives to discussed the affairs of PECHS. The list of documents required for the transaction of cases of the societies has been finalized in consultation with the PECHS representatives.

2. All the concerned societies are advised to follow the same procedure in accordance with the list (copy enclosed).

Yours faithfully,

(MUHAMMAD IKRAM)
SECTION OFFICER (E-VI)

Copy forwarded for information to:

1. PS to Minister for H&W, Islamabad.
2. Accounts Officer (HS), Karachi.

SECTION OFFICER (E-VI)

GOVERNMENT OF PAKISTAN
MINISTRY OF HOUSING AND WORKS
(ESTATE VI SECTION)

SUBJECT: ENTITLEMENT/PROCEDURE/DOCUMENTS FOR THE DISPOSAL OF THE CASES OF THE PLOTS OF COOPERTIVE HOUSING SOCIETIES LOCATED ON FEDERAL GOVERNMENT LAND AT KARACHI.

99 YEARS LEASE CASES.

- i. Allotment letter issued in favour of bonafide member/applicant
- ii. Sub-License, Form-A (Registered) in the name of allottee or transferee.
- iii. Forwarding letter from society through Accounts Officer(HS).
- iv. Ground rent paid callan up to date.
- v. Completion certificate along with completion plan from KBCA/KDA/City Government.
- vi. Four copies of Form-B (Three stamped) one with out stamp duly signed by the society concerned and allottee or the legal attorney of the allottee.
- vii. If the area mentioned in Form-A does not tally with the area proposed in Form-B's then rectification deed is required.
- viii. NIC .

8
11

2. COMMERCIALIZATION CASEAS

- i. Proposal of un-leased or leased residential plot can be considered for commercial purposes.

- 3
- ii. Actual owner of the plot should approach through society concerned /Accounts officer for commercialization. ✓
 - iii. Sub-license Form-A is necessary. ✓
 - iv. KDA/KBCA/City Government NOC regarding commercialization of the plot is required along with press cutting of public notice.
 - v. After getting approval from the competent authority infromal NOC is issued to the owner to deposit the existing Federal Government commercialization fee in all such requests. $\frac{6}{10}$
 - vi. NIC

3. ALLOTMENT OF ADDITIONAL LAND.

- i. Full facts, reasons and status of the additional land to be allotted to the member from the society concerned. $\frac{4}{6}$
- ii. NOC from KDA/KBCA /City Government.
- iii. Ground rent paid challan.
- iv. NIC

4. SUB-LICENSE FORM-A IS EXECUTED AFTER THE APPROVAL OF WORKS DIVISION IN MOHAMMAD ALI MEMORIAL COOPERATIVE SOCIETY ONLY.

5. SALE PERMISSION.

- i. Forwarding letters from society through Accounts Officer.
- ii. Sale agreement between seller and purchaser on stamp paper.
- iii. Under- taking from the purchaser to abide by the terms and conditions of the Bye Laws of the society.

- iv. Attested copy of the Registered Form-B.
- v. Press cutting of Public Notice
- vi. NIC.

6/3

6. SUB-DIVISION AND AMALGAMATION OF PLOTS

- i. Forwarding letters from Society through Accounts Officer.
- ii. KDA certificate/ sub division plan approved, specifying the sub-divided area of each portion with press cutting.
- iii. Sub-Division fee is charged from the owner.
- iv. NIC.
- v. Ground rent paid challan up to date.

5/7

7. TRANSFER OF PLOT TO LEGAL HEIRS

- i. Application from the transferee.(Legal heirs)
- ii. Death certificate.
- iii. Heir-ship certificate from first class Magistrate or Civil Judge.
- iv. Allotment letter/transfer letter in favour of the member/applicant.
- v. Undertaking from the transferee to abide by the terms and conditions of 99 years lease.
- vi. Indemnity Bond.
- vii. Affidavit/Relinquishment Deed where required.
- viii. Press cutting of Public Notice.
- ix. Ground rent paid challan up to date.
- x. Sub-License Form -A /99 years lease deed (Form-B) in case of residential plot and Form-C lease Deed in case of commercial plot.

Legal heirs

- 5
- xi. Forwarding letter from Society through Accounts Officer.
 - xii. NIC.

$\frac{12}{14}$

8. **GIFT MUTATION.**

- i. Gift affidavit/declaration in case the donor is alive (unregistered).
- ii. Registered gift declaration.
- iii. Undertaking from the transferee to abide by the terms and conditions of 99 years lease.
- iv. Indemnity Bond.
- v. Application from the Donee.
- vi. Press cutting of Public Notice
- vii. Ground rent paid challan up to date.
- viii. 99 Years lease deed Form-B/Form-C.
- ix. Allotment/Transfer letter in favour of the bonafide member/applicant.
- x. Forwarding letter from society through Accounts officer.
- xi. NIC.

$\frac{11}{12}$

9. **CHANGE MUTATIN/ TRANSFER**

- i. Application from the owner/ attorney.
- ii. Attested copy of the Sale deed/ Conveyance deed duly registered in the office of the sub-Registrar.
- iii. Undertaking from the transferee to abide by the terms and conditions of 99 years lease.
- iv. Indemnity Bond .
- v. Press Cutting of Public Notice.
- vi. Ground rent paid challan up to date.

- vii. Allotment/transfer letter in favour of the bonafide member/applicant.
- viii. Forwarding letter from society through Account Officer.
- ix. NIC.
- x. Advance notice to the land lord.

10
11