

SOP- DHA GUJRANWALA



SPECIAL POWER OF ATTORNEY FOR POSSESSION & CONSTRUCTION OF BUILDINGS ON PLOT OWNED BY MEMBERS LIVING ABROAD

1. As a strict policy matter, the Owner will have to be personally present to take possession and to commence construction activities on his / her plot / property. However, a member living abroad and desirous to commence construction on his / her plot, can have the opportunity to nominate some person as Special Attorney. Procedure given below will be followed in that case:-
 - a. Representative of member will get specimen of Special Power of Attorney (Anx A) and Affidavit / Undertaking (Anx B) from reception of DHA Gujranwala office and send the same to member concerned through mail / e-mail / fax (specimen can also be downloaded from website www.dhagwa.com).
 - b. The member, after filling up requisite particulars in the form will visit the Pakistan Embassy / High Commission and appear before the Officer authorized to attest such documents.
 - c. Pakistan Embassy / High Commission will send the power of attorney to the camp office of foreign affairs (Islamabad / Lahore,.....).
 - d. The document (special power of attorney) having been collected from camp office, personally by the attorney himself / herself, will be taken to the Registrar / Sub-Registrar of local court / area for registration.
 - e. The registration of docus will be verified by DHAG after deposit by the applicant at Building Control Branch / Facilitaion Center.

2. The Special Power of Attorney holder will then represent the Owner i.e. the member living abroad, and remaining procedure for taking possession and developing plot / property will be the same as per procedure in vogue. Special power of attorney holder must cater for the validity of the attestation of special power of attorney by Pakistan Embassy / High Commission, which may be 120 days or so.

SPECIAL POWER OF ATTORNEY

ANX A

(OVERSEAS PAKISTANI)

KNOWN ALL MEN / WOMEN BY THESE PRESENT THAT, I,

Name _____ S/O, W/O. D/O _____

R/O (IN PAKISTAN) _____

CNIC No: _____, Presently Residing _____

do hereby constitute, nominate and appoint:- (Country of Stay)

Name _____ S/O, W/O. D/O _____

R/O (IN PAKISTAN) _____

CNIC No: _____, to be my true and lawful Special Attorney for me in my name

and on my behalf to do execute or perform any of following acts, deeds, things and matter in

connection with the affairs of my plot i.e. Plot No _____, Sector _____, Phase _____,

Category _____, Size _____, situated DHA Gujranwala, Pakistan:-

1. To apply and take possession and all other necessary steps,
2. To submit and receive drawings approved by DHA Gujranwala.
3. To manage, control, supervise construction activities on my above-mentioned plot.
4. To perform all necessary acts, deeds, matters and thing required by DHA Gujranwala time to time to get completion certificate from DHA Gujranwala.
5. To Reside / Rent Out the constructed building as per the Bylaws of DHA Gujranwala.
6. All the acts, deeds, matters and things done by the said Special Attorney shall be construed as having been done by me and I do hereby agree to ratify and confirm the same.

IN WITNESS WHEREOF I have my respective hand on this deed on _____ in the presence of the witnesses below.

EXECUTANT

Name _____

S/O, W/O, D/O _____

CNIC NO: _____

Address: _____

Contact No: _____

ATTORNEY HOLDER

Name _____

S/O, W/O, D/O _____

CNIC NO: _____

Address: _____

Contact No: _____

Witness 1

Name _____

S/O, W/O, D/O _____

CNIC NO: _____

Address: _____

Witness 2

Name _____

S/O, W/O, D/O _____

CNIC NO: _____

Address: _____

AFFIDAVIT / UNDERTAKING

I, _____ S/O, D/O, W/O _____

bearing CNIC No: _____, adult, Resident of _____

do hereby solemnly affirm and declare that:-

1. I undertake to indemnify DHA Gujranwala against loss or damage, if any, that may be considered to occasioned to the DHA's Properties by taking possession and construction activities of aforesaid plot in the favour of any person through powers vested to the attorney.
2. I agree to abide by all the rules and regulations of DHA Gujranwala.
3. I have not concealed anything from DHA Gujranwala / Attorney.
4. I have directed and bound my legal heirs to inform DHA Gujranwala in the event of my death along with necessary proof. DHA Gujranwala stands indemnified in case of any loss to my heirs of my property, if such information is not provided in time.
5. I will pay all the additional charges if the construction is not completed in given time period prescribed by the DHA Building Regulations.
6. I do authorize, _____, S/O, D/O, W/O _____ bearing CNIC No: _____, to apply for the Completion Certificate and Reside / Rent Out the constructed building as per the bylaws of DHA Gujranwala.

Deponent: _____

Dated: _____

Witness 1

Name _____,

S/O, W/O, D/O _____,

CNIC NO: _____,

Address: _____

Witness 2

Name _____,

S/O, W/O, D/O _____,

CNIC NO: _____,

Address: _____
