



SPECIAL POWER OF ATTORNEY FOR POSSESSION & CONSTRUCTION OF BUILDING ON PLOT

A no of members cannot get possession and cannot commence construction on their plots, at the choice of their time, due to their absence from City / Country. This creates inconvenience for the members. A need has been felt to devise a procedure which facilitates to take possession and to start construction on their plot while remaining away from City / Country. They can come to DHA, at their convenience, to register Special Power of Attorney (SPA) in the name of their trust worthy person and can start development works on their plot, as and when desired. To make this facility user friendly and deny its fraudulent usage, this SOP has been formulated.

1. Documents

Following documents are required for SPA:-

- a. Original and 1 x photocopy of allocation letter.
- b. Original and 2 x photocopy of CNIC of the Plot owner.
- c. Original Guardian Certificate issued by Guardian and Ward Court, only to Legal Guardians.
- d. Original and 2 x photocopy of CNIC of Special Power of Attorney Holder.
- e. 2 x photographs of Special Power of Attorney Holder.
- f. Original and 2 x photocopy of CNIC of each witness.
- g. Printed SPA on Stamp Paper along with one photocopy for office record, **Registered by Notary Public** (Specimen as Anx A).
- h. Affidavit / Undertaking duly **Attested by Oath Commissioner** (Specimen as Anx B).
- j. Proof of blood relation. In case the attorney is blood relative (NADRA Family Certificate).

2. Procedure

Following procedure will be adopted:-

- a. Member will obtain the SPA and Affidavit specimens (Anx A & Anx B) from the office of Building Control Branch DHA Gujranwala or download online from www.dhagwa.com/home/bldgcontrol, and get them printed on Stamp papers of suitable value (as per rates of Govt of Punjab to be issued by Bank of Punjab).
- b. The Special power of attorney (Anx A) will be registered by Notary Public as per standard judicial procedure.
- c. In case of Minor's Plot, Guardian Certificate will be required, issued through Guardian and Wards Court.
- d. Affidavit / Undertaking by Owner (Anx B) to allow the special power of attorney holder to perform activities mentioned in specimen.
- e. The Owner and Special Power of Attorney holder will visit in person in Building Control Branch DHA Gujranwala for verification of documents. The CNIC's of both (Owner & SPA holder) will also be verified through system.
- f. Both Owner and SPA Holder will affix thumb impressions on Special Power of Attorney and Affidavit in front of officer of Building Control Branch.

- g. Upon verification of above-mentioned documents, the officer of Building Control Branch will affix the Original SPA WITH the stamp of Building Control Branch and will keep the Original SPA with office file and issues the copy of SAP to the Owner of Plot and SPA Holder.
- h. After successful completion of procedure, Building Control Branch will continue the remaining procedure to obtain NDC from relevant branches and will issue the site plan as per standard procedure.
- j. In case, it is difficult for member to visit Main Office of DHA Gujranwala, He / She can appear in the following Sub-Offices of DHA Gujranwala for performing the above-mentioned procedure.

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|-----|------------|---|-------------------|
| (1) | Karachi | - | Ph: 021- 35880342 |
| (2) | Lahore | - | Ph: 042- 37181344 |
| (3) | Rawalpindi | - | Ph: 051- 5400008 |

SPECIAL POWER OF ATTORNEY FOR POSSESSION AND CONSTRUCTION OF BUILDING ON PLOT

I, _____ S/O, D/O, W/O _____
bearing CNIC No: _____, adult, Resident of _____ do
hereby solemnly affirm and declare that:-

1. I am the lawful owner of Plot No: _____, Sector _____, Phase _____,
Measuring _____ in DHA Gujranwala.
2. I hereby appoint _____, S/O, D/O, W/O _____
bearing CNIC No: _____, adult, Resident of _____ as
my attorney to take possession and to start construction activities on my plot. His / Her three
specimen signatures and thumb impression are appended below.

3. The contents of above Special Power of Attorney are true to my knowledge and behalf and nothing has been concealed therein.
4. WITNESSES WHEREOF, I have set and subscribed my hands at Gujranwala Cantt on this day of _____ 2023.

Executant

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Witness 1

Name _____,
 S/O, W/O, D/O _____,
 CNIC NO: _____,
 Address: _____

Witness 2

Name _____,
 S/O, W/O, D/O _____,
 CNIC NO: _____,
 Address: _____

5. BEFORE ME, the undersigned authority, on this _____ day of _____ 2023, personally appeared _____ to me, well known to be the person described in and who signed the foregoing, and acknowledged to me that he executed the same freely and voluntarily for the use and purpose therein expressed.

SPANo	Date	Signature and Stamp

To be Registered by Notary Public

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: _____

<u>Witness 1</u>	<u>Witness 2</u>
Name _____,	Name _____,
S/O, W/O, D/O _____,	S/O, W/O, D/O _____,
CNIC NO: _____,	CNIC NO: _____,
Address: _____	Address: _____
_____	_____

To be attested by Oath Commissioner.