

SOP- DHA GUJRANWALA
TRANSFER OF PLOT FILES BY MEMBERS LIVING ABROAD

1. As a strict policy matter, the transferor (seller) will have to be personally present at the time of transfer of his / her plot file / property. However, a member living abroad and desiring to transfer his / her plot file can be allowed to nominate some person as general attorney. Procedure given below will be followed in that case:-

- a. Representative of member will get specimen of general power of attorney from transfer Desk of DHA Gujranwala office and send the same to member concerned through mail / e-mail / fax (specimen can also be downloaded from our website).
- b. The member, after filling up requisite particulars in the specimen will report to 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 (general 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. Registrar / Sub Registrar may send the documents through their own channel to foreign affairs office for verification.
- f. After verification, the general power of attorney will be registered with Registrar / Sub Registrar of local court / area and finally handed over to the attorney.

2. The general power of attorney holder will then represent the seller i.e the member living abroad, and remaining transfer procedure will be the same as per routine transfer. General power of attorney holder must cater for the validity of the attestation of general power of attorney by Pakistan Embassy / High Commission, which may be 120 days or so.

GENERAL POWER OF ATTORNEY
(OVERSEAS PAKISTANI)

KNOW ALL MEN / WOMEN BY THESE PRESENTS THAT, I,

Name _____

S/D/W/O _____

R/O (In Pakistan) _____

CNIC # _____, presently residing _____,
(Country of Stay)

do hereby constitute, nominate and appoint, Name _____
S/D/W/O _____, R/O (In Pakistan) _____

CNIC# _____, to be true and lawful General Attorney for me in my name and on my behalf to do execute and perform all or any of the following acts, deeds, things and matters in connection with the affairs of my plot files i.e. **Plot no** _____, **Size** _____, **Category** _____, **Block no** _____, **Phase** _____, situated at DHA Gujranwala, Pakistan:-

1. To manage and supervise my above said land / plot / house.
2. To receive token money, earnest money and remaining sale price.
3. To attend and represent me before all courts and offices of Civil, Criminal, Revenue or Registration Department.
4. To sell, mortgage, gift (hiba), exchange, release, surrender, convey, mutate or transfer my above said property and to any person or party for any terms and amounts, to receive any carnets money or full sale consideration, such sale or all other deeds, present the same before registration department for registration.
5. To file suit, application, written statement, written reply, execution and petition to defend for Civil Courts / Session Courts / Revenue Courts maintenance against me and in my favour.
6. To sign, verify application, written reply, written statements of the application, Suit or written reply or further file any suit or application in the Court of Law on my behalf.
7. To let on rent, lease or give lease and license, the whole or any part, or parts of the property, on such terms and conditions the attorney in his / her absolute discretion thinks fit.
8. To execute and deliver on my behalf lease deed, license agreement as to collect and receive from the licensee's, tenants and couplers of the said property, all license fees, rent and other sums of money that any be due.
9. To get the rent deed registered as required under Punjab Rented premises and for that purpose to appear before the Rent Registrar.
10. To manage, control, supervise, look after and deal with the affairs of my above said plot file.
11. To appoint any Advocate, agent or Special Attorney for me in my name and on my behalf.
12. All the acts, deeds, matters and things done by the said General 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 to this deed on _____ in the presence of the witnesses below.

EXECUTANT

Name _____

S/D/W/O _____

CNIC # _____

Contact # _____

ATTORNEY HOLDER

Name _____

S/D/W/O _____

CNIC # _____

R/O _____

Contact # _____

WITNESS

Name _____

Name _____

CNIC # _____

CNIC # _____