

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY – KARACHI

GENERAL POWER OF ATTORNEY
(INSTRUCTION SLIP)

1. To apply for General Power of Attorney following documents are required to be submitted:-
 - a. Covering letter indicating purpose for General Power of Attorney.
 - b. Original General Power of Attorney (specimen attached)
 - c. One Affidavit (Specimen attached) on Rs.100/- Stamp Paper duly attested.
 - d. One Affidavit on Rs. 100/- Stamp Paper (Specimen attached) undertaking for (Alive) attested by an Oath Commissioner.
 - e. Two Passport Size Photographs of attorney attested by a Class-I Gazetted Officer/Oath Commissioner.
 - f. 1 X Photostat copy each of CNIC both parties.
 - g. Membership of Both Parties (Executants & Attorney).
2. Once the application for general power attorney has been accepted please pay the fee in the Cash Counter Accts Branch. The Cash Counter will make the necessary endorsement on the covering letter.
3. The applicant to deposit the application at the Reception (T&R) and obtain a receipt. The receipt will indicate the date of collection.

Notes:

1. All the dues must be cleared.
2. All fees are subject to change without notice.
3. Before making out a Pay Order/Bank Draft please find out the outstanding dues and current rate of Fee from Accounts Branch.
4. DHA does not accept sale, transfer, Gift, Hiba, Mortgage, Execution of B/C lease, CTC etc to be executed through Power of Attorney.
5. A specimen of special power of attorney is also attached.
6. Attestation of Affidavits
 - Affidavit executed within Karachi (Pakistan) be got attested by Oath Commissioner/Noarty Public/ Nazim concerned.
 - Affidavit executed outside Karachi (within Pakistan) be got attested by 1st class Magistrate/Nazim concerned.
 - Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad / Consulate General

S P E C I M E N**UNDERTAKING FOR GENERAL POWER OF ATTORNEY,
RESIDENTIAL / COMMERCIAL PLOTS**

I, _____ S/o _____ CNIC
 No. _____ Muslim, adult, resident of
 _____ do hereby solemnly affirm and undertake as
 under:-

1. That I am the Attorney of _____ by virtue of General
 Power of Attorney executed in my favour in respect of Plot No.
 _____ and the same is still subsisting and in force.

2. That as per Regulation No.9 and the schedule of transfer fee and other charges made by the
 Executive Board of the Pakistan Defence Officers Housing Authority, I am willing and undertake to pay to
 the Authority the GPA acceptance Fee, as prescribed in respect of the plot referred to in the Power of
 Attorney.

Dated _____

ATTORNEY

WITNESSES No. 1

WITNESSES NO. 2

Signature _____
 (FULL NAME)

Signature _____
 (FULL NAME)

Address _____

Address _____

Note:

**To be executed on Rs.100/- Non-Judicial Stamp Paper and sworn before Oath Commissioner /First
 Class Magistrate.**

UNDERTAKING TO BE GIVEN ON EACH OCCASION
AN ATTORNEY IS TAKING ACTION WITH THE
DEFENCE HOUSING AUTHORITY

I, _____ s/o/d/o/w/o _____ CNIC
No. _____ Muslim, adult R/o _____
do hereby solemnly affirm and confirm as under:-

That I am the Attorney of _____ By Virtue of General
Power of Attorney executed/registered on _____ in
my favour in respect of and the same is still, subsisting and in force.

I further declare and confirm that _____ is alive on this
_____ day of _____.

Attorney _____

1) Witness _____

Address _____

2) Witness _____

Address _____

Note:

Undertaking must be typed on Rs.100/- Stamp Paper and attested by Oath Commissioner/First Class Magistrate.

SPECIMEN
GENERAL POWER OF ATTORNEY

(Except For Sale, Transfer, Hiba, Gift, Mortgage, Execution of B/C lease, CTC etc)

Non-Judicial stamp paper of value as prescribed by the Government to the Registrar/Sub-Registrar of the area concerned.

KNOW ALL MEN BY THESE PRESENTS THAT I, _____ S/O
_____ CNIC No. _____
_____ Muslim, adult resident of
_____ do hereby send GREETINGS:-

WHEREAS I am fully well and in my sole and absolute right, seized and possessed of a plot of land bearing No. _____ Street No. _____ Phase _____ situated at Pakistan Defence Officers Housing Authority, measuring _____ sq yds, or thereabout duly allotted to me vide Allotment Order No. _____ dated _____ which allotment still subsists and is in full force and WHEREAS it is not possible for me to supervise and manage my said property I hereby REVOCABLY APPOINT, nominate and constitute _____ S/o _____ Muslim, adult resident of _____ holding CNIC No. _____, as my duly constituted and lawful Attorney in my name, for me and on my behalf to look after and manage my said property personally and/or through agency duly authorized by said Attorney which I would and/or could have done, and without any way affecting the generality of the aforesaid more particularly to do all or any of the following acts, deeds, things and matter namely:-

1. Approve and to present for approval to all the relevant authorities, the plans of the proposed construction, modifications, alterations and completions there to and to secure approval and sanction of the relevant authorities for the same.
2. To serve and receive and accept all notices and communications from all sources in respect of the said plot of land with or without buildings thereon and to send or ignore to send any replies to them and/or expedient by my said attorney. This includes the power to receive notices of completion of the proposed building on the said plot and to respond or ignore to respond to the terms thereof in sole discretion and without any reference to me.
3. To appear and set for me and on my behalf in all Courts, departments, offices, including the Military Estate Office, Pakistan Defence Officers Housing Authority, Karachi Cantt Board, Registration Offices, Municipal Corporation and /or before any other authority of Authorities including the Commissioner, Deputy Commissioner, Controller Karachi Development Authority, Director of Military Land and Cantts, Income Tax Authority Etc.
4. To sign and verify plaints, written statements, petitions, applications appeals, review and review application claims, objection, receipts discharges and all other kinds of applications and petitions and representation and to file and prosecute the same in such Court or Office and also to defend all such actions.
5. To file and receive documents, to deposit and withdraw money and to grant receipts thereof so as to give valid discharge for me and on my behalf.
6. To obtain refund of stamps duty of payment of Court Fee or on any other account.

7. To admit the 'A' lease in my favour with Defence Housing Authority for the Construction of property and to execute, sign, admit execution all necessary powers of Attorney and all the other documents and to submit the "A" lease for registration before the Registrar or Sub-Registrar or Assurance. However this Power of Attorney shall not be used for the purposes to **Sell, Mortgage, Transfer, Hiba Zabani Bila Ewaz, Gift, Registration of B/C lease and receiving/demanding Certified True Copy (CTC) of Title Documents etc** against above named property.
8. To engage advocates, pleaders, attorneys, sign Vakalatnamas, plaints, complaints, application and other documents, obtain proceeds and to do all acts, deeds and things necessary, desirable or expedient for the proper exercise of my obligations.
9. To appoint any other agent or sub Attorney with the same power as confirmed on him to whom I shall also remain responsible, in the same manner and to remove any of them at any time as he may deem fit.
10. To clear and satisfy all the rents, dues funds, interest charges premiums loans, arrears, levies, taxes, losses rates, fees, fines and outgoings of the Govt, Corporate Bodies or Statutory Organizations, more particularly those which may become payable or lawfully be asked for by the Pakistan Defence Officers Housing Authority, KMC, KDA, Cantt, Govt of Pakistan Excise and Taxation Department, Karachi Electric Supply Corporation, P.W.D. Water Supply Department and or Income Tax Department.
11. To represent me specially before the Income Tax Authorities Department so as to obtain Income Tax/Wealth Tax/Gift Tax Certificates and before the Excise and Taxation Department for Capital Gains Tax etc, and for the purpose to give proper guarantees, affidavits, securities. Sureties and/or indemnities.

AND GENERALLY TO PERFORM AND EXECUTE ALL the lawful deeds except stated in para 7 above, acts and thing which may said Attorney do in respect of the said property in matters and things referred to above and for the purpose specified therein by virtue and on the strength of these presents.

IN WITNESS WHEREOF I have set and subscribed into my hand on the _____ day of _____ 20

WITNESSES

EXECUTANT

1. _____

2. _____

Address _____

Address _____
