

SUB-LEASE 'A'

1. The Sub-Lease 'A'/License entitles an allottee/ transferee of a residential/commercial plot to obtain leasehold rights, by execution of which an allottee/ transferee will be able to obtain loan from the House Building Finance Corporation or any Bank or Financial institution. This will also entitle him/her to step on the plot and commence construction after the Building plans are approved by the Cantt Board/MEO. This lease has to be executed before start of construction work.

2. DOCUMENTS REQUIRED FOR SUB-LEASE 'A'

In order to get the Sub-Lease registered, the allottees/ transferees/attorneys are required to complete the following formalities: -

- a. Application addressed to the Administrator, DHA from Allottee / Transferee requesting Registration of Sub Lease 'A' with full address and telephone No.
- b. National Identity Card (Two photocopies) of owner and two photocopies of each witness (Photocopies of NIC of owner and witness should be on one page).
- c. A fresh No Demand Certificate from Account Branch DHA (Original).
- d. Allotment Order / Transfer Order / Division Order (Two photocopies). Duly stamped from Board of Revenue Sindh if applicable.
- e. Site Plan issued within last two years; one Photocopy.
- f. Sub Lease 'A' document duly affixed Special Adhesive Stamps from Central Stamping Office, City Court Karachi (value of stamp may be got checked from Sub Registrar Clifton Town-1 before affixing).
- g. One latest Passport Size Photograph for pasting on Lease documents. (do not paste photograph)

3. IN CASE OF SPECIAL POWER OF ATTORNEY

- a. Original Special Power of Attorney duly registered / attested by *PAKISTAN EMBASSY* if outside Pakistan, along-with on photocopy having Rs. 2/- Court Fee Stamp on it.

4. IN CASE OF GENERAL POWER OF ATTORNEY

- a. Two photocopies of General Power of Attorney (GPA) duly Registered by a Sub-Registrar / Distt. Registrar or attested by *PAKISTAN EMBASSY* if outside Pakistan, having Rs. 2/- Court Fee Stamp on it.
- b. Photo copy of acceptance letter of GPA issued by DHA.
- c. Certificate to the effect that the execution of the power is alive duly attested by Oath Commissioner / Notary Public / Class – I Gazetted Officer.

NOTE: -

- Registration of normal documents is carried out **TUESDAY & THURSDAY** **between 1100 Hours To 1300 Hours.**
- Stamp duty must be paid on original transfer letter from Board of Revenue, Govt. of Sindh before registration (Sub-Registrar's Office requirement).
- Consult Sub-Registrar-I, Clifton Town, Karachi for Stamp Duty / Registration Fee or any other taxes imposed by BOR Sindh / FBR.
- At the time of Registration you must be in possession of your Original National Identity Card for Identification.