

DIGITAL POWER OF ATTORNEY THROUGH NADRA

1. NADRA in collaboration with Ministry of Foreign Affairs (MoFA) has developed an automated, digital process for issuance of Power of Attorney for Overseas Pakistanis, residing abroad. Using the system, Overseas Pakistanis can apply and obtain the Power of Attorney (PoA) from the convenience of their homes, without having to physically visit the Pakistani Foreign Mission (FM) which may be located at a significant distance.

2. Eligibility and Pre-requisites. Before submitting an Online Power of Attorney (PoA) application, Applicant must meet the following criteria:-

- a. Applicant must be an Overseas Pakistani.
- b. Details of Attorney and Witnesses.
- c. Valid Identity document of each Applicant including CNIC / NICOP/ POC.
- d. Valid Identity document of each Witness including CNIC / NICOP/ POC.
- e. Valid Identity document of the Attorney including CNIC / NICOP/ POC.
- f. Valid e-mail address.
- g. Contact Number and Mailing Address in the country of application (outside of Pakistan)
- h. Biometrics of Applicant (Best 4 fingers).
- i. Biometrics of 2x Witnesses (Best 4 fingers).
- j. Credit Card / Debit Card to make online Fee Payment within the application.
- k. Actual Power of Attorney (scanned copy to be uploaded in the PoA system by Applicant).
- l. Any other relevant documents (for example Affidavit, where applicable, to be uploaded in the PoA system by Applicant).

3. In case of a Foreigner, the Applicant is required to physically visit the concerned Pakistan Mission Abroad after having their documents attested from their country's State Department/Ministry of Foreign Affairs.

4. How To Apply

- a. **Step-1.** Applicant to create an account using a valid email address. Authenticate the email address using One-Time Password (OTP) sent on email.
- b. **Step-2.** Apply for the Online PoA by submitting the following details:
Details of Applicant, two Witnesses and Attorney (Picture, CNIC details, etc.)
Upload the Power of Attorney (scanned copy)
Upload other supporting documents, for example, any affidavits required (scanned copy).
- c. **Step-3.** Download the following fingerprint forms for Biometric Verification
1x Biometric Verification Form for Applicant(s). 2x Biometric Verification Form for your Witnesses.

Note: In case of more than one applicant, each applicant needs to complete their respective Biometric verification Form. These forms are partially pre-filled with details of Applicant and Witnesses. Each form needs to be filled by the respective individuals to whom the form belongs. Applicant and Witnesses will provide their fingerprints in the required boxes. Applicant and Witnesses need to read all declarations before signing the form. Scan & Upload the completed form into the POA system.

- d. **Step-4.** You will receive the status of Biometric verification. Upon successful verification, you will be required to make the Online Fee payment against your application, using Credit or Debit card only. Once the payment is complete, successfully verified and paid applications will proceed to the Online Video Interview.

Note In case of biometric failure, you will be provided 4 chances of re-uploading the new Biometric Verification forms. If the biometrics do not verify after these 4 attempts, you are required to physically visit the nearest Pakistani Mission Abroad. In this case, the witnesses also need to accompany you to the Pakistan Mission/Consulate in person. Any foreigner (person not holding NICOP/POC/CNIC/Pakistani Passport) executing legal instrument/document also needs to visit the Pakistan Mission/Consulate in person.

- e. **Step-5.** Upon successful verification, you will be provided the time and date along with a link for the online Video Interview. The Consular Officer will schedule and conduct the online Video Interview with you (the Applicant) to determine the final decision on the case. At the time and date, the Applicant along with the Witnesses must attend the Online Interview to answer any queries of the concerned officer. The concerned Consular Official of the Pakistani Missions Abroad will take the final decision on the case.

- f. **Step-6.** Upon successful approval of the Consular Officer, the system will alert via email to acquire Applicant(s) Final Consent against the application. The applicant(s) must provide this final consent within 15 days of receiving this email. Failure to do so will result in application being rejected. Upon consent, the system shall inform you to print the receipt details of your successful application including case ID, Applicant(s), witness and Attorney details, details of official approving case officer etc. Print the downloaded receipt and physically dispatch this receipt along with the Power of Attorney document to the Attorney. The Attorney upon receiving the receipt and POA in Pakistan, can then proceed to visit the MoFA Office.

5. The Digital Power of Attorney will be accepted after verification of Ministry of Foreign Affairs (MoFA) and its registration with concerned registrar.

6. However, legal opinion for every case will be mandatory before the initiation of the process.

SPECIAL POWER OF ATTORNEY

Foreign Transfer

If the Seller (owner of plot) is in abroad and can not appear for transfer, then the following procedure will be adopted:-

SERVICE	TIMELINE	CHARGES	DELIVERY
Foreign Transfer	On completion of requirements / documentation	Depends the Size and Plot/ Building Type, or additional amount equal to the transfer charges	Transfer Branch

Procedure / Documents Required

1. Complete Transfer Document Set **ALONG** with “No Demand Certificate” on Request Form and Site Plan (if required). ([Download Specimen from DHA website](#)).
2. For Foreign Transfer (seller abroad) the transfer papers are sent to the owner by the Attorney. Seller signatures the transfer papers at Pakistan Embassy in that country and will returns these transfer papers to the concerned individual. Concerned individual will send the copy to his attorney who will get it verified from the MoFA and will deposit with Defence Housing Authority Bahawalpur after registering it with concerned district registrar. Defence Housing Authority Bahawalpur office will get the verification of Barcode from Ministry of Foreign Affairs (MoFA) website. After receiving the subject verification, the transfer will be executed.
3. **Power of Attorney**. Important check points to judge the authority of a Special Power of Attorney are as under:-
 - a. Overseas plot owner will appear in person in the concerned Embassy or Consulate along with:-
 - (1) Special Power of Attorney deed.
 - (2) Original NICOP.
 - (3) Two Pakistani witnesses with their NICOPs.
 - b. Plot owner and the two witnesses shall sign the Special Power of Attorney in Embassy/ Consulate before the concerned officer who will authenticate this execution by their seal and signatures.
 - c. On receipt of Special Power of Attorney, the attorney (as authorized by the owner) will get it verified from the office of foreign affairs in Pakistan.
 - d. The Special Power of Attorney shall be registered in the office of concerned Registrar.
 - e. Procedure in Defence Housing Authority Bahawalpur are:-

- (1) The Attorney shall appear in person to Defence Housing Authority Bahawalpur or any of its sub offices along with his CNIC and certified copy of Special Power of Attorney to further alienate the plot.
- (2) Concerned authorities of Defence Housing Authority Bahawalpur will check all the above mentioned parameters thoroughly.
- (3) Opinion of Legal branch may be an additional safety measure if required.
- (4) Ownership should be changed if all the requirements are duly fulfilled.

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT I
Mr/ Mrs/ Miss _____(CNIC/ NICOP/ Passport Number) ____ S/O, D/O,
W/O _____ Presently resident of _____

make constitute, appointment, nominate and constitute to Mr/ Mrs/
Miss _____(CNIC/ NICOP/ Passport Number) _____S/O, D/O,
W/O _____presently resident of _____

_____ Reason for Power of
Attorney _____ as my attorney (authorized person)
regarding my **Plot Number** ____ **Sector Number** ____ **Reference Number** ____

Situated at **Defence Housing Authority, Bahawalpur**, measuring _____ **Marla/ Kanal/**
Square Yards owned on my name and on my behalf to do or execute all or any of the acts or
things hereinafter mentioned that is to say:-

1. To sell the above mentioned plot building/ property in Defence Housing Authority Bahawalpur and to do all acts, deeds and things necessary for the purposes.
2. To sign/ execute any documents deed or paper required to be signed or executed by the concerned authority of Defence Housing Authority Bahawalpur.
3. To correspond with the concerned authority.
4. To give possession of the plot to any person or authority.
5. To sell, the said plot or land and/ or the building within three (3) months of the obtaining the Special Power of Attorney and to execute all kind of deeds and to get registered the same with the concerned authority.
6. To appear and act in all the courts (civil revenue or criminal), whether original or appellate, in the registration Offices and/ or in any other office or department of Government or District Board, Municipal Board, concerned authority or Notified area or any other local authority. To engage any advocate counsel.
7. To sign and verify complaints, written statements, petitions of claims and objection, memorandum of appeal and petition and applications of all kinds and to file them in any such court or office.
8. To compromise, compound or withdraw cases, to confess judgments and to refer cases to arbitration. To file and receive back documents, to deposit and withdraw money and to grant receipts thereof. To obtain refund of stamp duty or repayment of court fees. To apply to courts and offices for copies of documents and papers. To apply for the inspection of and to inspect records. To accept service of any summon, notice or writ issued by any court of officer against me.

9. Generally to do each and every thing requisite for all purposes stated above and the purposes which are omitted and are to be done on my behalf.
10. All the acts, deeds, matters and things done by the said Special Attorney shall be constructed as having been done by me and I do hereby agree to ratify and confirm the same.
11. That this Special Power of Attorney is made by without any undue influence of coercion and in full knowledge of the facts and consequence of the Special Power of Attorney made.

IN WITNESS THEREOF I have set my hand to this deed on this ____ day of ____2021, after understanding the contents of this deed in presence of the witnesses below.

Attorney Holder

Signature_____

Name_____

CNIC Number _____

Date_____

Executant

Signature_____

Name_____

CNIC Number_____

Date_____

Thumb Impression

Witness 1

Name_____

Signature_____

CNIC Number _____

Thumb Impression

Witness 2

Name_____

Signature_____

CNIC Number _____

HOME TRANSFER FACILITY FOR SERIOUSLY SICK/ HANDICAPPED PERSONS**OUT STATION TRANSFER**

If the Owner is unable to appear at Defence Housing Authority Bahawalpur or any of its sub office (Lahore, Karachi, Islamabad) for transfer of plot due to illness / disability then the team will visit for transfer during weekend (Saturday and Sunday) on the given address.

Service	Timeline	Charges	Delivery
Out Station Transfer	On completion of requirements	Rs 50,000/- Additional	Transfer Branch

Documents Required

1. Application from the Seller (the owner) for Out Station Transfer along with Medical Certificate duly verified from MS of the concerned hospital.
2. All Documents required in Regular Transfer Procedure.
3. The Owner will also submit an application requesting for Outstation Transfer along with Medical Officer / Doctor's Certificate duly verified by MS of the concerned hospitals clearly mentioning the medical reason for inability to travel.
4. After approval by the Competent Authority of Defence Housing Authority Bahawalpur, the Seller will adopt procedure mentioned in Regular Transfer.
5. Transfer will be executed at the station requested within 200 Kms or i.e within (1 x day trip whichever is less).
6. Transfer formalities in regard to the purchaser will be carried out in Defence Housing Authority Bahawalpur main Office/ Sub Offices (Lahore/ Karachi/ Islamabad).

