

SPECIAL POWER OF ATTORNEY (SPA)

DOCUMENTS REQUIRED

1. Application to Dir. Transfer & Record requesting for issuance of Special Power of Attorney.
2. Original special power of attorney on stamp paper worth Rs.1,200/- and duly attested by Notary Public along with 3 x photocopies duly attested by Oath Commissioner.
3. Original paid challan of stamp paper fee Rs.1,200/- (including Plot No., Sector, Phase).
4. Photocopies of CNICs of owner, attorney and witnesses (duly attested by Oath Commissioner).
5. 2 x passport size Photographs of the attorney with blue background (duly attested by Oath Commissioner).
6. Original paid challan of special power of attorney fee Rs.10,000/-
7. Photocopy of Allotment / Transfer letter.

Note: Name, Signature, Thumb Impression & CNIC No. of Owner and Attorney must be on each page of Stamp Paper.

- Attorney will come to Transfer Branch on the given date, along with the acknowledgement issued by the DHA Lahore and original CNIC to collect the Special Power of Attorney (SPA) document.
- Special Power of Attorney (SPA) has to be cancelled by the Owner before starting the transfer procedure.
- If Owner is abroad all documents will be attested by the concerned Pakistani Embassy / Consulate.

UNDERTAKING

SPECIAL POWER OF ATTORNEY (SPA)

(On Stamp Paper of worth Rs 1,200/- duly attested by the Oath Commissioner)

By this Special Power of Attorney, made on this _____, date of _____ at _____

I, Mr./ Mrs. / Miss. _____, S/O, D/O, W/O. _____

having CNIC No. _____, R/O _____

DO HEREBY APPOINT

Mr./ Mrs. / Miss. _____, S/O, D/O, W/O. _____

having CNIC No. _____, R/O _____

as my special power of attorney and authorize him/her to do that following acts deeds and things,

1. To take possession of Plot No. _____ Sector _____, Phase _____
Measuring _____ situated in DHA Bahawalpur vide their letter _____
dated _____.
2. To Construct / Demolish Building on the said plot as sanctioned by the appropriate authorities and as permitted by their rules and regulations etc.
3. To submit drawings / plans etc. for approval.
4. To take any legal or administrative action related to the construction / demolition of said plot.
5. Receive Completion Certificate of the said property.
6. I, hereby agree that all acts deeds and things legally done by the said Attorney shall be considered as act deeds and things done by me and I undertake to ratify and confirm the same as if personally done by me.

Dated: _____

IN WITNESS WHEREOF I have signed this deed on the date as mentioned above.

Attorney

Owner

(Signature & Thumb Impression)

(Signature & Thumb Impression)

Name _____

Name _____

CNIC No. _____

CNIC No. _____

Witness No. 1

Witness No. 2

(Signature & Thumb Impression)

(Signature & Thumb Impression)

Name _____

Name _____

CNIC No. _____

CNIC No. _____

CANCELLATION OF SPECIAL POWER OF ATTORNEY (SPA)

DOCUMENTS REQUIRED

1. Cancellation Deed Signed by owner
2. Application from Owner.
3. Original Special Power of Attorney.
4. Photocopy of CNIC.
5. In case Original Special Power of Attorney lost following additional Documents will be required:
 - a. Police Report.
 - b. Affidavit from authority holder regarding loss of SPA.
 - c. Advertisements in 2 x News Paper (English + Urdu)

UNDERTAKING

CANCELLATION OF SPECIAL POWER OF ATTORNEY (SPA)

(On Stamp Paper of worth Rs 100/- duly attested by the Oath Commissioner)

I, Mr./ Mrs. / Miss. _____, having CNIC No. _____

S/O, D/O, W/O. _____, R/O _____

do hereby solemnly affirm and declare as under:

a. That the deponent is the owner of Plot No. _____ situated in Defence Housing Authority, Bahawalpur.

b. That the deponent executed Special Power of Attorney (SPA) in favor of Mr. / Mrs. / Miss _____

c. That the deponent hereby cancels the said Special Power of Attorney (SPA).

DEPONENT
(Signature & Thumb Impression)

VERIFICATION:

Verified on Oath at Bahawalpur this ____ day of ____ 20 __, that the Contents of the above undertaking are true and correct to the best of my knowledge and belief.

DEPONENT
(Signature & Thumb Impression)