

**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.20/- Stamp Paper duly attested.
  - d. One Affidavit on Rs. 20/- 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 Accts Branch (1st floor). The Accts Branch will make the necessary endorsement on the covering letter.
3. The applicant to deposit the application at the Reception (veranda) 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, 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

**SPECIMEN****GENERAL POWER OF ATTORNEY**

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, \_\_\_\_\_  
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 IRREVOCABLY APPOINT, nominate and constitute \_\_\_\_\_ S/o \_\_\_\_\_ Muslim, adult resident of \_\_\_\_\_ 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 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 execute and admit execution of sub-licence in my favour and also to execute lease for 99 years with the Govt of Pakistan in my favour on or before the completion of the proposal building, Division on my said plot and to execute, sign, admit execution of all necessary powers of Attorney and all the other documents and to submit the same for registration before the Registrar or Sub-Registrar or Assurance.
8. To engage advocates, pleaders, attorneys, sign Vakalatnamas, 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 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 law fully 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.
12. To make full compliance of the requirements, terms and conditions of the Pakistan Defence officers Housing Authority, HBFC, Insurance Companies, Bank and other Institutions in case loans are raised from any one of to revive and repay or arrange for the repayment of the loan without obliging, charging, effecting, disturbing or making me liable to the slightest extent deliver and take back possession and ultimately to go the property redeemed.

AND GENERALLY TO PERFORM AND EXECUTE ALL the lawful deeds, acts and thing which may said Attorney my 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.

It is also specifically stated herein that his Power of Attorney is irrevocable in all respects and my said Attorney shall exercise the Power contained herein his sole and absolute discretion without any let hindrance and or objection or obstruction from me or any person or persons claiming for interest through me.

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

**WITNESSES**

**EXECUTANT**

1. \_\_\_\_\_  
Address \_\_\_\_\_

2. \_\_\_\_\_  
Address \_\_\_\_\_

Note:- In case owner desire to give power of attorney to execute lease for 99 years with Govt of Pakistan, then he will be required to give am Indemnity Bond as per the Specimen attached and also amend para '7' to read as.

“To execute and admit execution of sub license in my favour and also to execute lease for 99 years with Govt of Pakistan in my favour on or before the completion of the proposal building. Division on my said plot and to execute, sign, admit execution of all necessary powers of Attorney and all the other documents and to submit the same for registration before the Registrar of Sub Registrar of Assurance on my behalf”.

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

I, \_\_\_\_\_ S/o \_\_\_\_\_  
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 Mutation Fee, as prescribed in respect of the plot referred to in the Power of Attorney before the registration of B/C Lease.
3. I further declare that I shall not claim refund of the said Mutation Fee after B/C Lease has been executed in respect of the plot mention herein above.

Dated \_\_\_\_\_

**ATTORNEY****WITNESSES No. 1**

Signature \_\_\_\_\_  
(FULL NAME)

Address \_\_\_\_\_  
\_\_\_\_\_

**WITNESSES NO. 2**

Signature \_\_\_\_\_  
(FULL NAME)

Address \_\_\_\_\_  
\_\_\_\_\_

**Note:**

**To be executed on Rs.20/- 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 \_\_\_\_\_  
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.20/- Stamp Paper and attested by Oath Commissioner/First Class Magistrate.

Note: - Indemnity bond be typed on Rs. 50/- Stamp Paper.

**INDEMNITY BOND**

I, \_\_\_\_\_ S/O \_\_\_\_\_, Muslim, adult  
Resident of \_\_\_\_\_  
Karachi, holder of NIC No. \_\_\_\_\_ do hereby solemnly affirm on oath and under  
take as under:-

I am aware that after issue of 'B' lease, DHA has no hold on the plots. Attorney holder can sell the plot through MEO. Even then I request, that Attorney holder be allowed to execute the 'B' lease. I do hereby undertake to fully indemnify DHA against all objection, claims, losses, litigation, dispute whatsoever arising out of the execution of 'B' lease by Attorney.

DEPONENT



Executant



Attorney

**SPECIAL POWER OF ATTORNEY**

Known all men by these presents that I, \_\_\_\_\_  
s/o/d/o/w/o \_\_\_\_\_ Muslim, Adult,  
resident of \_\_\_\_\_ do hereby  
constitute, nominate and appoint \_\_\_\_\_s/o/d/o/w/o  
\_\_\_\_\_ resident of \_\_\_\_\_  
to be my true and lawful Attorney for me in my name and on my behalf to execute a Deed of:-

- ☞ Sub-Lease 'A'
- ☞ 'B' Lease
- ☞ 'C' Lease
- ☞ Surrender Deed
- ☞ Rectification

- Strike out whichever is inapplicable

to be executed between me and the Pakistan Defence Officers Housing Authority, Karachi., in respect of Plot No. \_\_\_\_\_ situated \_\_\_\_\_ containing \_\_\_\_\_ sq. yds., to present the same for registration before the Registrar, Karachi, to sign on my behalf, and its execution thereof and to get the same registered according to law.

And I do hereby agree to ratify and confirm whatever my said Attorney shall lawfully do or cause to be done by virtue of these presents.

In witness whereof I, the said executants do hereby put my hand hereunto at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

**WITNESSES:**

**EXECUTANTS**

- 1.
- 2.

(To be registered by a Sub-Registrar/District Registrar or attested by Pakistan Embassy abroad on a prescribed fee Stamp paper).