

DOCUMENTS REQUIRED FOR POSSESSION OF PLOTS

- 1) Filling of Possession Form.
- 2) Application on plain paper.
- 3) 1x Photocopy of Allotment letter or revised letter/transfer letter.
- 4) 1x Photocopy of ID card of the Owner.
- 5) Clearance of all dues.
- 6) Undertaking as per specimen attached (On Rs 100/- Stamp Paper)
- 7) **Rs. 15,500/- Pay Order/Demand Draft in favor of ECHS (D-18), (NTN # 2567012-3)** on account of processing charges and cost of Construction Bye-Laws.
- 8) N.D.C from Accounts Section.
- 9) Attorney Certificate as per specimen attached (on Rs. 100/- Stamp Paper) and 1x ID card Copy of the Attorney. **(In case of member not present)**

NOTE: -

- The possession is valid for three months from the date of issuance. If the drawing of the house/plaza is not submitted within three months, the member will need to re-obtain possession of the plot by paying the possession fee.

To: Honorary Secretary
ECHS, .

SUBJECT: POSSESSION OF PLOT

Dear Sir,

I, _____ allottee/owner of Plot No. _____
Sector: _____ (ECHS- _____) "Engineers Cooperative Housing Society, . I want
to start construction on my above mentioned plot. I have completed all requirements for the
possession of plot. An early action is requested please.

Name : _____

Dated: _____

ENGINEERS COOPERATIVE HOUSING SOCIETY

Sangjani, P.O: Tarnol, Sector D-18 .

APPLICATION FORM FOR POSSESSION OF PLOT

To: Honorary Secretary
ECHS, .

SUBJECT: DEMARCATIION OF PLOT

Dear Sir,

Please demarcate my Plot # _____ Sector _____ Street _____
Size _____ and hand over to me/my authorized Attorney. Photo copy
of ID card duly attested and photo copy of Allotment/Transfer letter are attached. Bank draft
for Rs. _____ as demarcation fee is also attached.

Yours truly,

Signature (Owner/Attorney) _____

Address: _____

Name: _____

Membership No: _____

Contact: _____

PART – I

Demarcate the Plot and fill in the following: -

Longer (1) _____ ft bounded by _____

Dimensions (2) _____ ft bounded by _____

Shorter (1) _____ ft bounded by _____

Dimensions (2) _____ ft bounded by _____

Total Area of Plot _____ Sq yds.

Standard, Excess/Short by _____ Sq yds.

Surveyor

Bldg Insp

PART – II

- 1. Certified that the ownership is legal.
- 2. All Dues have been cleared by the applicant.
- 3. Possession may be hand over.

Accounts Officer

Mgr Admin

PART – III

Possession handed over physically on _____

Signature (Owner/Attorney) _____ Name: _____

Mgr Tech

Honorary Secretary

PART – IV (FOR INFO)

COUNTERSIGNED

President, ECHS

UNDERTAKING FOR POSSESSION OF RESIDENTIAL / COMMERCAL PLOTS PRIOR TO COMPLETION OF DEVELOPMENT OF INFRASTRUCTURE IN ECHS D-18

I, _____ CNIC No. _____
S/O _____ adult, Muslim, resident of House No. _____, Street No. _____, Sector _____, _____ do hereby solemnly affirm and undertaken as under:-

1. That I am the allottee/owner of Residential/Commercial Plots No. _____ Sector _____, having size _____ Sq yds, situated in Engineers Cooperative Housing Society, D-18 and the same is still subsisting in my name.
2. That I intend to undertake construction of house over my Plot No. _____ Sector _____ size _____ Sq yds. It is in my information that development of infrastructures works in Sector _____ of Society is in progress. However, I have no objection for non provision of pending utilities if possession of my plot is handed over to me during the process of infrastructure development.
3. That I shall share the cost effect being incurred on provision of Internal Network for Electricity in commercial area while taking over possession of commercial plots on commencement of construction over the said plot. This will be applicable to those members also who have already been given possession of their plots (**Only Commercial Area**).
4. That I shall commence construction of my house/building over residential/commercial Plot No. _____ in Sector _____ Size _____ Sq Yds each, within three months from issuance of possession of the plot.
5. That I assure you I will construct the "Underground Water Tank" during the construction of my house.
6. That I assure you I will hire a "Chowkidaar" during the construction of my house.
7. That I shall strictly abide by the Bye-Laws of the Society during and after completion of the said building.

Whatever is stated above is correct and true to the best of my knowledge and belief.

In witness whereof I have here onto set and subscribed my hands at on the day of _____ 20____.

Signature of Witness:_____	Signature of Owner:_____
Name:_____	Name : _____
Address:_____	Address:_____
_____	_____
Date:_____	Date:_____

ATTORNEY CERTIFICATE (IF REQUIRED)

It is certified that I, Mr/Mrs _____ S/D/W
of _____ NIC _____ No
_____ Membership No. _____ hereby authorized
Mr/Mrs _____ S/D/W of _____ NIC
No. _____ (copy attached) as my attorney only to supervise
demarcation and construction on my Plot no. _____ Sector _____ Size
_____ Street _____ on my behalf. I shall be fully responsible for his/her
all doing.

Signature (Attorney) _____

Name: _____

NIC No. _____

Signature (Owner) _____

Name: _____

NIC No. _____

Witnesses: -

1. _____

Name: _____

NIC: _____

2. _____

Name: _____

NIC: _____