

DOCUMENTS REQUIRED

1. Forwarding letter given details of documents for Sub Division under the Owner's signature.
2. Affidavit duly attested by Oath Commissioner (specimen attached).
3. Original Paid Challan of Sub Division fee.
4. Original Paid Challan of separate water connection fee (if feasible/applicable).
5. Original Allotment / Transfer Letter.
6. Photocopy of CNIC (s) duly attested.
7. Original Site Plan.
8. Ten copies of Ammonia Print Floor drawings for each Sub Divided unit (in case of constructed building). Print should be as per approved plan / drawings.
9. Two recent photographs of the owner (s) along with Registration Form.

To,
The Director BC
DHA, Lahore Cantt

Subject: **Request for Sub-Division of Plaza No.** _____ **Sector** _____ **Phase** _____
Measuring _____ **Sqft/Marla** _____

Sir,
I am the owner of above-mentioned Plaza. I intend to apply for the sub-division of the Plaza. You are requested to please give me permission for sub-division of my _____ Plaza. I am enclosing herewith following documents for approval please:

- a. Photocopy of Site Plan of the plot
- b. Photocopy of Allotment / Transfer Letter
- c. Photocopy of CNIC of the owner
- d. Photocopies of Floor Drawings (separate drawing for each floor)
- e. Photocopy of Completion Certificate

Thanking you,

Dated: _____

Signature: _____

Name: _____

S/W/D/Of _____

Address: _____

E-mail: _____

Cell No: _____

CNIC # : _____

NOTE: Building Control Branch, after scrutiny and approval for Sub Division of Plaza will inform the Customer in writing within one week for submission of required documents to Transfer & Record Branch.

AFFIDAVIT

(On E-Stamp Paper Worth Rs.100/-)

I, _____ S/W/D/Of _____ CNIC # _____ resident
of _____ do hereby solemnly affirm and declare as under:-

- a. That I am the owner of Plaza No _____ Sector _____ Floor _____
Phase _____ measuring _____ Sqft / Marla, in Defence Housing Authority, Lahore
Cantonment.
- b. That I want to divide the same Plaza in _____ x units (as per the number of floors).
- c. That paid Challan No _____ dated _____ for Rs. _____
as sub-division fee is attached.
- d. That I have applied for the separate water connection and paid Challan No _____
dated _____ for Rs. _____ for separate water is attached. I shall
contact ME Office for the separate water connection for sub-divided each floor.
- e. That original Allotment / Transfer Letter bearing no _____ along with original copy
of site plan is attached.

DEPONENT

Verification

Certified on Oath at Lahore this _____ day of _____ that the contents of the above- mentioned affidavit is
correct and true to the best of my knowledge and belief.

DEPONENT

AFFIDAVIT

(By the Owner of Ground Floor)

(On E-Stamp Paper Worth Rs.100/-)

I, _____ S/W/D/Of _____ CNIC # _____ resident of _____, do hereby solemnly affirm and declare as under:-

- a. That I am the owner of Plaza No _____ Sector _____ Floor _____ Phase _____ measuring _____ Sqft/Marla, DHA Lahore Cantt.
- b. That I will take responsibility as a coordination of the Plaza No _____. Sector _____ Floor _____ Phase _____ measuring _____, DHA Lahore Cantt.
- c. That I will abide by the mandate of coordinator in true letter and spirit and will ensure maintenance of smooth and cordial relationship amongst other owners.
- d. That I will ensure all taxes / other dues payable to the Government Department / DHA have been paid. I shall not default or fail in payment of taxes and other dues of the Plaza.
- e. That in case of any dispute, I will contact Plaza Dispute Resolution Committee and will not involve in direct hard talks / scuffle with other owners.
- f. That whatever is stated above is true to the best of my knowledge and belief.

DEPONENT

VERIFICATION

Verified on Oath at Lahore, this _____ day _____ 20____, that the contents of the above affidavit are correct and true to the best of my knowledge and belief.

DEPONENT

AFFIDAVIT

(By the Purchaser)

(On E-Stamp Paper Worth Rs.100/-)

I, _____ S/W/D/Of _____ CNIC # _____
resident of _____, do hereby solemnly affirm and declare as under:-

- a. That I have purchased Plaza No _____ Sector _____ Floor _____ Phase _____
measuring _____ Sqft/Marla, DHA Lahore Cantt which has been transferred in my name.
- b. The Mandate of the coordinator and will pay share of all expenses on account of combine allied
services like water (as per business category), sewerage, security lights, lift including lift
maintenance.
- c. I will cooperate fully with the coordinator (owner of ground floor) in all aspects.
- d. I will ensure timely payment of the above-mentioned allied facilities at priority.
- e. I will ensure availability and periodical check of fire extinguishers installed on my floor.
- f. That whatever is stated above is true to the best of my knowledge and belief.

DEPONENT

VERIFICATION

Verified on Oath at Lahore, this _____ day _____ 20 _____, that the contents of the above affidavit are correct
and true to the best of my knowledge and belief.

DEPONENT

GENERAL INSTRUCTIONS FOR AGENTS AND CLIENTS

1. In order to facilitate our worthy members, Management DHA has very kindly approved Sub Division of Plazas for the clients who are interested in selling of their Commercial Plaza either as single unit or each floor separately.
2. Sub Division of Plazas will be implemented in two phases as under:
 - a. **Phase - I** Phase - 6 & 8 only 1stAug 2020 to 31stJan 2021
 - b. **Phase - II** Entire DHA 1stFeb 2021 onward
3. All estate agents & clients are required to adhere to the following instructions for timely finalization of Sub Division of Plazas:
 - a. Owner will submit request for Sub Division of Plaza to Building Control Branch on prescribed Form, which will be available on PR Documents' Counter.
 - b. Building Control Branch, after scrutiny and approval for Sub Division of Plaza will inform the Client in writing within one week (refer Flow chart) for submission of required documents to Transfer & Record Branch, as under:
 - (1) Forwarding Letter giving details of documents for Sub Division under the Owner's signature.
 - (2) Affidavit duly attested by Oath Commissioner as per the Specimen.
 - (3) Paid Sub Division Fee.
 - (4) Original Allotment / Transfer Letter.
 - (5) Original Site Plan of the Building.
 - (6) 02 x recent photographs.
 - (7) Photocopy of CNIC of the Owner (s).
 - (8) Separate drawing for each floor.
 - d. After submission of Documents, concerned branches will start working on the Sub Division of Plaza's request.
 - e. Tentative time frame for completion of the Sub Division process will be two to two and half months.
 - f. Any delay in submission of documents for the Sub Division purpose by the owner will add on to the total time frame.
4. **Byelaws**. Byelaws for Sub Division of Plaza are attached as Annexure B.
5. **Financial Aspects**. Finances incurred on Sub Division of Plazas are attached as Annexure C. The same are prone to any change / revision by the Government from time to time. In case of any ambiguity Finance Branch will clarify.
6. **Specimen Documents**. Sub Division Documents Set will be available on PR Documents' Counter.
7. **Miscellaneous Instructions**
 - a. Owner can sell the plaza as one unit or floor to floor after Sub Division. However, in case of sale of building after Sub Division as single unit, transfer fee will be charged as for a single unit.
 - b. Sole owner **MUST** be in possession of original allotment letter issued by Transfer Branch against plot status prior to Sub Division of the Plaza.

GENERAL INSTRUCTIONS FOR AGENTS AND CLIENTS

- c. Owner of ground floor will be considered as **COORDINATOR** of the building and will also give an undertaking (Specimen attached with the Documents Set). Acceptance of the same qualifies an individual for purchase of Ground Floor coupled with Mezzanine and Basement.
- d. **Mandate of Coordinator**. Owner of ground floor will be overall coordinator of the plaza. He will be responsible for:
- (1) Coordination with other owners / tenants of the floors.
 - (2) To distribute the expenditure's share in relation to other owners / tenants, collect and re-imburement of water charges, sanitation charges and electricity charges in relation to security lights as well as lift.
 - (3) To keep the lift all the time functional and carryout periodical maintenance in coordination with other owners / tenants of the floors.
 - (4) To keep the plaza, clean all the time to include Mumtee, roof, stairs and parking etc.
 - (5) Ensure placement of Fire Extinguishers and its periodical check on each floor at the owner's expense.
 - (6) Ensure repair of building if deemed necessary.
- e. Building Control Branch will make clear distribution of roof top, so that all owners must know their limits installation of Solar / Generator / Antennas etc. on roof top. Distribution will be done per square feet.
- f. Each floor / unit and lift must have separate electric meter. Main owner is responsible for provision of separate electric meter to new owner before processing of Sub Division.
- g. Any modification on the floor will be done after seeking prior permission from Building Control Branch and adherence to DHA Lahore Byelaws.
- h. Owner less owner of Ground floor will submit an undertaking (Specimen attached with the Documents Set). alongwith the transfer documents, on account of timely payment of water and allied charges by him or by any future tenant.
- i. Purchaser will submit an affidavit (Specimen attached with the Documents Set) in relation to commitment of cooperation with **COORDINATOR** and payment of allied charges etc.
- j. In case of non-payment of water and sewerage charges, two-time waiver will be given by Maintenance Branch with surcharge, however, third time "**NOTICE FOR DISCONNECTION**" will be added to the surcharge and connection will be disconnected.

The SOP has been evaluated to streamline the process of Sub Division of Plazas.

Therefore, it should be taken in true letter and spirit.

(ANNEXURE B)
BYELAWS SUB DIVISION OF PLAZAS
TERMS & CONDITIONS

- a. Owner will complete the building on Core and Shell basis before Sub Div of Plazas. External and FACADE of the building will be completed in all respect along with common areas, stairs and lift. However, interior soft construction may be carried out after Sub Division.
- b. Changes in FACADE, if essentially required, may be carried out with prior approval of Building Control Branch.
- c. In case of Phase 6 & 8, a plaza may be Sub Divided into 5 x Units as following:
 - (1) Ground, Mezzanine and Basement will always be taken as one unit.
 - (2) 1st Floor
 - (3) 2nd Floor
 - (4) 3rd Floor
 - (5) 4th Floor
- d. No plaza having residential apartments will be Sub Divided, unless residential floors converted into commercial.
- e. Compulsory Insurance of each floor (to cater for outbreak of fire, earth quake etc) for all owners.
- f. Renovation of common areas of a Sub Division building will only be allowed by Building Control Branch.
- g. Proportionate distribution of roof top of plaza will be done by Building Control Branch at the time of Sub Division of plaza.
- h. DHA reserves the right to install solar panels, 8 feet above the roof top to add electricity to national grid.
- i. A Sub Divided building may be demolished only with the consent of all the owners, following the procedure of Building Control Branch already in vogue.
- j. Sub Division of complete building is mandatory up to approved height.
- k. In case a plaza is collapsed, ownership matters to be dealt as per existing rules / laws.
- l. Provision of separate Electric Meter for each Floor and Lift.
- m. Availability of Fire Extinguishers.
- n. Re-numbering of floors as following (for example):-
 - (1) 3/CC/34 - A (Ground, BM & Mezzanine)
 - (2) 3/CC/34 - B (1st Floor)
 - (3) 3/CC/34 - C (2nd Floor)
 - (4) 3/CC/34 - D (3rd Floor)
 - (5) 3/CC/34 - E (4th Floor)