



**SUB DIVISION OF PLAZAS**  
**GENERAL INSTRUCTIONS FOR AGENTS' & 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 1<sup>st</sup> Aug 2020 to 31<sup>st</sup> Jan 2021
  - b. **Phase - II** Entire DHA 1<sup>st</sup> Feb 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. **Flow Chart**. The whole process along with Time Frame of Sub Division of Plazas is attached as Annexure A.
5. **Byelaws**. Byelaws for Sub Division of Plaza are attached as Annexure B.



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6. **Financial Aspects.** Finances incurred on Sub Division of Plazas is attached as Annexure B. The same are prone to any change / revision by the Government from time to time. In case of any ambiguity Finance Branch will clarify.

7. **Specimen Documents.** Sub Division Documents Set will be available on PR Documents' Counter.

8. **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.
- 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.



**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) 1<sup>st</sup> Floor
  - (3) 2<sup>nd</sup> Floor
  - (4) 3<sup>rd</sup> Floor
  - (5) 4<sup>th</sup> 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 (1<sup>st</sup> Floor)
  - (3) 3/CC/34 - C (2<sup>nd</sup> Floor)
  - (4) 3/CC/34 - D (3<sup>rd</sup> Floor)
  - (5) 3/CC/34 - E (4<sup>th</sup> Floor)