

(On stamp paper of Rs.1,200/- duly attested by Oath Commissioner)

By this Special Power of Attorney, made on this \_\_\_\_\_ day 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 \_\_\_\_\_

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 Lahore Cantt 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.

**Date:** \_\_\_\_\_

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.: \_\_\_\_\_

**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.*