Requirement for Application for Possession/Demarcation of Plot

Following actions are required to be completed

- 1. Provide 3 x possession forms duly filled
- 2. Provide photocopies of CNIC and Allotment Letter
- 3. Provide 3 passport size photographs
- 4. Deposit possession fee as applicable
- 5. Deposit/claim adjustment of dues as per actual measurement on ground.
- 6. Accept terms & conditions of the society.

PROCEDURE FOR HANDING/TAKING OVER POSSESSION OF PLOT

Members are required to complete the following actions

- Clear all outstanding dues.
- Submit application for taking possession on prescribed form
- On approval of request, visit the site of Society along with Surveyor deputed by the Society for physical measurement of the plot area.
- The final accounts for clearance before handing over possession of the plot will be prepared by accounts department of the Society based on actual measurements and taking care of shortfalls/additional lands and corner/non corner plots etc. if any.
- Clear the final accounts.

The Society is required to complete the following actions.

- Accept application for handing/taking over possession of plot on clearance of dues.
- Depute surveyor for physical measurements of plots on any working day in consultation with the applicant.
- Prepare final accounts based on the measurement sheet provided by surveyor (to cover additional/shortfall of land and corner/non corner plot etc.)
- Hand over possession of plot on clearance of final accounts.

FOREIGN OFFICE EMPLOYEES COOPERATIVE HOUSING SOCIETY ISLAMABAD

Application for Possession/Demarcation of Plot

To,

The Secretary
Foreign Office Employees Cooperative Housing Society
Islamabad

Passport Size Photo

Subject	POSSESSION/D	EMARCATION OF PLOT			
Dear Sir,			<u> </u>		
authorized	Attorney. Photocop		hand it over to me/my d and Allotment letter are ipt/draft attached.		
Membership No.					
Owner's Na	ame		_		
CNIC. No.			Signature		
Address			(Owner/Attorney) Date		
Approved/r	not approved for pro	cessing			
			Secretary (FOECHS)		
		<u>PART – I</u>			
Demarcate	the plot and fill in th	ne following:			
Longer dim	ensions (1)	ft. Bounded by			
Shorter dim	nensions (1)	ft. Bounded by ft. Bounded by ft. Bounded by			
Area of Plo	t Actual	Sft.			
Standard S	ize,	Sft.			
Excess/Sho	ort by	Sft.			
Corner or N	Ion Corner				
Extra Land		Sft.			

PART - II

1.	Certified	that the	ownership	is legal.
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- 2. All dues cleared by the applicant. (Statement attached)
- 3. Member is required to construct house within <u>three years (After taking possession)</u> & one year (after approval of drawings), failing which non utilization charges will be imposed.
- 4. The possession is liable to change if construction does not commence within the specified time. In case of construction commencing after specified time, this possession may be reconfirmed before undertaking construction.

5.

- 6. NOC for construction & electric meter connection will be issued along with possession of plot.
- 7. Possession may be handed over.

		Accounts Officer/Manage
	Possession may be handed over o	on
Date:		Project Coordinator

PART - III

TERMS & CONDITIONS FOR CONSTRUCTION OF HOUSES

- NOC of Construction is mandatory, Construction of any type without NOC will not be accepted. NOC for construction, electric meter connection and inspection checklist for different stages of construction will be issued along with possession of plot.
- On construction of house, member will have to submit drawings for approval of the society's engineer and onward submission to RDA. Payment of fee will be charged on account of RDA Charges & service charges.
- 3. During construction, violation of approved drawings will not be allowed.
- 4. It is owner's responsibility to contact society's office at every inception stage and get approval of work done.
- Check list should be signed by the site engineer of FOECHS at every stage. In case of work done on the next stage without prior approval, a fine of <u>PKR 50,000/-</u> will be charged.
- 6. Approved drawings are valid for <u>1 Year only</u>, after completion of validity time member will have to submit application for extension.

PART - IV

Possession handed ov	er on Subsequent	_ Subsequent Confirmation on					
Surveyor (Oak Leaf)	Surveyor (FOECHS)	Engineer (FOECHS)					
PART - V It is certified that I have read and understood the relevant instructions at part II & part III of this form and I undertake to comply with these instructions.							
Possession taken over	on	(Owner/ Attorney)					