

**KARACHI DEVELOPMENT AUTHORITY /**

20



**CITY DISTRICT  
GOVERNMENT KARACHI  
Revenue Group Offices  
(Land Management)**

7551

**6**

APPLICATION FORM

DIARY NO. \_\_\_\_\_ DATE

**Permission to Mortgage / Assign**

Category/Plot No./Quarter No./Block/Sector
Scheme/Township
Nature of Plot
Size of Plot/Quarter
Name of Owner

**CITY DISTRICT GOVERNMENT**  
Revenue Group Offices (Land Management)



FORM No. 6/

APPLICATION FORM-6

7550

**Permission to Mortgage / Assign**

6

Category/Plot No./Quarter/Block/Sector
Scheme/Township
Nature of Plot Residential/Commercial/Industrial/Flat Site
Size of Plot

**RECEIPT/ACKNOWLEDGEMENT**

Received Application alongwith the relevant enclosures mentioned in the form vide Diary No.

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of Officer Receiving the Application  
Office Seal

Name of the applicant

Signature

<input type="text"/>	<input type="text"/>
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(This box should be filled in by the applicant)

**INSTRUCTIONS & GENERAL NOTES**

**ہدایات اور نوٹ**

1. THE APPLICATION SHOULD BE PREFERABLY TYPED.
2. The applicant should submit this form in original, duly completed in all respect and duly signed.
3. Forms having cuttings, errasings or incomplete can be rejected and shall not be accepted in office.
4. The covering application at page I, and other forms/pages, should be read carefully, so that complete information and the enclosures to be attached should not be omitted.
5. All the enclosures should be properly attached/tagged and Page numbered neatly.
6. It should be ensured that the matter specified in the various specimen attached with this form, should be used without any modification, unless so advised by the competent authority.
7. Attestation by a Notary Public on the Joint Declaration for transfer, should invariably bear the notarial stamp of the Notary Public. Affidavits if any, can be got attested by an Oath Commissioner, Attestation may also be got done from a First Class Magistrate or a Gazetted Officer not below Grade - 17.
8. The original documents of title and paid copies of original challans must be presented for verification at the time of submitting applications as well as when demanded.
9. Please call on 15th day of submission of application, if nothing is heard during this period.
10. Frequent visits to the office may be avoided.
11. Please notify if there is any change in your address, failing which the notices/letters sent on the available addresses shall be deemed to have been served.
12. To know the progress of the case or to collect documents/orders please contact the office in person alongwith original documents of title or depute an authorised person for the same. Such person should be holder of an authority letter or Power of Attorney.
13. In cases of transfer/mutation, the transferees/mutatees should ensure that he/she/they/its/are making transactions with a genuine person holding valid/legal and original documents of title. The CDGK does not take the responsibility for processing and finalizing the cases based on forged documents presented to it, unless notice is given well in time.
14. The Authority reserves the right to cancel/with-draw any document

1. درخواست چاہیہ شدہ ہو تو بہتر ہوگی۔
2. درخواست دہندگان اصل فارم ہر طرح مکمل کر کے دستخط کے بعد جمع کرائیں۔
3. فارم میں تھیٹات کی ہوئی یا مکمل ہونے کی صورت میں فارم مسزور کر دیا جائے گا اور اپنی ڈی اے میں قابل قبول نہ ہوگا۔
4. سر صفحہ (1) پر درج درخواست اور دیگر فارم صفحات کو غور سے پڑھ لیں تاکہ مکمل تھیٹات اور مطلوبہ کاغذات منسلک کرنے سے نہ رہ جائیں۔
5. تمام کاغذات کو مناسب طور پر منسلک کر کے صفحہ نمبر صاف لکھیں۔
6. اس فارم کے ہمراہ مختلف نمونوں میں درج عبارت کو بغیر کسی تبدیلی کے نہیں۔ جب تک کوئی امر ہٹاؤ اس میں ترمیم نہ کرے۔
7. منتقلی کے لئے مشور کہ ڈیپارٹمنٹ پر نوٹری پبلک کی تصدیق اور ان کی مرثیت کراتا لازم ہے۔ حلف ناموں کی صورت میں اوجہ کثرت سے تصدیق کرائیں۔ مجسٹریٹ درج اول یا گریڈ آفیسر (گریڈ 17 سے کم نہیں) اتنی تصدیق کر سکتے ہیں۔
8. اصل درخواست جمع کراتے وقت اور جب بھی طلب کیا جائے، ملکیت کی اصل دستویزات اور اصل چالان کیاوا شدہ تقسیم تصدیق کے لئے پیش کی جائیں۔
9. اگر کوئی اطلاع موصول نہ ہو تو درخواست جمع کراتے کی 15 ویں دن دفتر سے رجوع کیجئے۔
10. دفتر میں باہر آئے سے اجزا کیجئے۔
11. او آپ کے پتے میں کوئی تبدیلی ہو تو اطلاع دیجئے۔ ورنہ موجود پتے پر بھیجے گئے نوٹس، خطوط کو تصور کیا جائے گا کہ آپ کو موصول ہو گئے ہیں۔
12. درخواست سے متعلق معلومات کے لئے دستویزات آرڈر وصول کرنے کے لئے آفس سے بذات خود رجوع کیجئے اور ملکیت کی اصل دستویزات ہمراہ لائے یا اس کے لئے کسی شخص کو عطا مائے۔ اس کے پاس اختیار کا خط یا عطا نامہ ہونا چاہئے۔
13. منتقلی و تبدیلی کی صورتوں میں منتقلیہ، تبدیلیہ، ازرو مکمل اطمینان کر لیں کہ وہ حقیقی فرد سے لین دین کر رہے ہیں جو جائز اور قانونی اور اصل دستویزات ملکیت کا حامل ہے۔ بی۔ بی۔ سی۔ کے ذمہ داریوں سے کہ اس کو پیش کئے گئے جعلی دستویزات کی بنا پر معاملہ کی تحقیق چاہیہ پڑتا ہے مکمل کرے، جب تک کہ نوٹس نقل از وقت نہ دیا جائے۔
14. اہل ذی اسے یہ حق محفوظ رکھتی ہے کہ غلط بائیل، حقائق جیسا کہ، نامائز ذرائع یا جعلی دستویزات پیش کر



**CITY DISTRICT GOVERNMENT**  
Revenue Group Offices (Land Management)

APPLICATION FORM-5

**Permission to Mortgage / Assign**

Category/Plot No./Quarter/Block/Sector
Scheme/Township
Nature of Plot Residential/Commercial/Industrial/Flat Site
Size of Plot/Quarter

**FORM COST:** for Residential Plots Rs. 1500/-  
for Com / Ind / Amenity Plots  
Payable at Cash Branch  
Bal. for Res Rs. 1000/-  
Bal. for others Rs. 2000/-  
(Payable with Transaction Fee)

**6**

FORM No. 6/  
7550  
NOT VALID AFTER  
60 DAYS OF ISSUE.  
Price Rs. 100/-per set

Date of Issue
Signature of Issuing Authority

I/we, the undersigned, herewith submit the following documents and request that permission to Mortgage/Assign to the above plot with \_\_\_\_\_ may please be accorded to raise loan for construction purposes. Anyother document/ information required by the office shall be submitted on demand.

Date      Month      Year

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Full Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

National Identity Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

The Assistant Director, CDGK.

STATUS

Allotee	Transferee	Attorney
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List of Documents attached: (duly page numbered)

**For Office use only**

	Yes	No
1. Attested photo copy of the original lease deed	<input type="checkbox"/>	<input type="checkbox"/>
2. Attested photo copies of National Identity Cards of owner/Attorney (if any)	<input type="checkbox"/>	<input type="checkbox"/>
3. If such permission has already been granted, one of the following documents should be submitted	<input type="checkbox"/>	<input type="checkbox"/>
a) Both copies of previous permission	<input type="checkbox"/>	<input type="checkbox"/>
b) Redumption Deed	<input type="checkbox"/>	<input type="checkbox"/>
c) NOC from Loan Giving Agency	<input type="checkbox"/>	<input type="checkbox"/>
d) Affidavit that the permission was not utilized. (Specimen 'A')	<input type="checkbox"/>	<input type="checkbox"/>
4. Attested photo copy of Power of Attorney (if Any)	<input type="checkbox"/>	<input type="checkbox"/>
5. Proof of construction i.e.	<input type="checkbox"/>	<input type="checkbox"/>
a) Completion Certificate of Building Control Authority	<input type="checkbox"/>	<input type="checkbox"/>
or		
b) Certificate from XEN concerned	<input type="checkbox"/>	<input type="checkbox"/>
or		
c) Paid copy of challan of Property Tax	<input type="checkbox"/>	<input type="checkbox"/>
6. Photo copies of all paid challans (Give No. of Challans _____ )	<input type="checkbox"/>	<input type="checkbox"/>
7. Attested Photo copy of Allotment Order, alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>
8. Attested Photo copy of Possession Order, alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>
9. Attested Photo copy of Acknowledgement of Possession alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>
10. Attested photo copy of Site Plan alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>
11. Attested photo copy of transfer orders alongwith *original	<input type="checkbox"/>	<input type="checkbox"/>

\* (The original will be returned after completion)

**CITY DISTRICT GOVERNMENT**  
Revenue Group Offices (Land Management)



FORM No. 6/

APPLICATION FORM

**Permission to Mortgage / Assign**

7550

Category/Plot No./Quarter/Block/Sector
Scheme/Township
Nature of Plot Residential/Commercial/Industrial/Flat Site
Size of Plot
Allotment Order No. & Date

Allotment Order No. & Date
Possession Order No. & Date
Date of Physical Possession
Whether constructed or Open
If constructed; date of completion

**Particulars of Owner**

Name	Father's Name/Husband's Name	Address	Status
<b>Through Attorney (if any)</b>			

**Particulars of lease Deed**

Registration No. \_\_\_\_\_ Page \_\_\_\_\_ to \_\_\_\_\_ Volume \_\_\_\_\_ Book I Adl

Date of Registration \_\_\_\_\_

**Name of the agency from whom loan is intended to be obtained** \_\_\_\_\_

Signature of Applicant

**SPECIMEN SIGNATURES**

Name	Signature
NIC No. <input type="text"/>	<input type="text"/>
Name	Signature
NIC No. <input type="text"/>	<input type="text"/>

Name	Signature
NIC No. <input type="text"/>	<input type="text"/>
Name	Signature
NIC No. <input type="text"/>	<input type="text"/>

## DETAILS OF PAYMENTS TO CDGK

(to be filled in by applicant)

S. No.	Challan No.	Printed Ch./Rpt./No.	Date of Payment	Occupancy Value	Ground Rent	Interest	NUF	Other Charges	Total Amount Paid
1	2	3	4	5	6	7	8	9	10
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
<b>Total</b>									

I/We certify that the above amounts have been paid against the plot and hold all valid ORIGINAL Challans which shall be produced if so required by CDGK.

Dated \_\_\_\_\_

Signature of Applicant

### FOR OFFICE USE ONLY

The above payments have been verified from account branch & it's record & seems to be correct. Challan No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_ on account of the following dues has been prepared subject to the "errors & omissions excepted" and subject to the condition the holder of this challan does not confer any right/title over the plot unless allotment/transfer/mutation order is valid:

- |                                           |     |  |
|-------------------------------------------|-----|--|
| 1. Occupancy value _____                  | Rs. |  |
| 2. Ground rent upto _____                 | Rs. |  |
| 3. Interest on late payment _____         | Rs. |  |
| 4. Non-utilization fee upto _____         | Rs. |  |
| 5. Transfer/Mutation fee _____            | Rs. |  |
| 6. Fee for certified true copies of _____ | Rs. |  |
| 7. Misc. _____                            | Rs. |  |

Total Rs. \_\_\_\_\_

Rupees (in words) \_\_\_\_\_



## FOR OFFICE USE ONLY

(To be examined by A.D. incharge of the branch and signed in relevant Box)

Scrutiny of the papers filed alongwith application for the purpose of transfer and the relevant file/record, reveals that:-

	Yes	No
1. Status of the applicant/transferor is correct.	<input type="checkbox"/>	<input type="checkbox"/>
2. Details/particulars of plot have been correctly mentioned.	<input type="checkbox"/>	<input type="checkbox"/>
3. Signatures of applicant on these papers are:-	<input type="checkbox"/>	<input type="checkbox"/>
i) According to our record	<input type="checkbox"/>	<input type="checkbox"/>
ii) There is slight variation, but it may be due to passage of time	<input type="checkbox"/>	<input type="checkbox"/>
iii) Totally different (see pages _____ of the file) _____	<input type="checkbox"/>	<input type="checkbox"/>
iv) Signatures of applicant are not available on record, being a case of inheritance.	<input type="checkbox"/>	<input type="checkbox"/>
4. Is this case involved in any:	<input type="checkbox"/>	<input type="checkbox"/>
a) Court case, if so give suit No.	<input type="checkbox"/>	<input type="checkbox"/>
b) Enquiry if any	<input type="checkbox"/>	<input type="checkbox"/>
c) Bengali Property	<input type="checkbox"/>	<input type="checkbox"/>
5. Has any objection in response to the advertisement (if any) for the proposed transfer been received?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there any other dispute about this plot? Give brief description of the dispute.	<input type="checkbox"/>	<input type="checkbox"/>
7. Any other point which the office requires to consider, before finalization of the case:	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the request in accordance with the normal procedure?	<input type="checkbox"/>	<input type="checkbox"/>
9. Final recommendations, whether the proposed transfer be allowed, if not reasons thereof.	<input type="checkbox"/>	<input type="checkbox"/>