



KARACHI DEVELOPMENT AUTHORITY
DIRECTORATE OF LAND MANAGEMENT

7

DIARY NO. _____

DATE _____

APPLICATION FORM

Certified True Copies of Documents

Category/Plot No./Quarter No./Block/Sector

Scheme/Township

Nature of Plot

Size of Plot/Quarter

Name of Owner



APPLICATION FORM-7

Certified True Copies of Documents

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

7

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

Official Seal

Name of the applicant

Signature

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(This box should be filled in by the applicant)

Instruction and General Notes:

- The Application should be preferably typed. ۱۔ درخواست نامپ شدہ ہو تو بہتر ہوگا۔
- The applicant should submit this form in original, duly completed in all respect and duly signed. ۲۔ درخواست دہندگان اصل فارم ہر طرح مکمل کر کے دھتلا کے بعد جمع کرائیں۔
- Forms having cuttings, erasings or incomplete can be rejected and shall not be accepted at counter. ۳۔ فارم میں تقصیلات کئی ہوئی یا نامکمل ہونے کی صورت میں فارم مسترد کر دیا جائے گا اور کاؤنٹر پر قابل نہ ہوگا۔
- 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. ۴۔ صفحہ (۱) پر درج درخواست اور دیگر فارم/صفحات کو غور سے پڑھ لیں تاکہ مکمل تقصیلات اور مطلوبہ کاغذات منسلک کرنے سے نہ رہ جائیں۔
- All the enclosures should be properly attached/tagged and Page numbered neatly. ۵۔ تمام کاغذات کے مناسب طور پر منسلک کر کے صفحہ نمبر صاف لکھیں۔
- 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. ۶۔ اس فارم کے ہمراہ مختلف نمونوں میں درج عبارت کو بغیر کسی تبدیلی کے لکھیں۔ جب تک کوئی افسر مجاز اس میں ترمیم نہ کرے۔
- 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. ۷۔ حلف ناموں کی صورت میں اوتھ کمشنر سے تصدیق کرائیں۔ مجسٹریٹ درج اول یا گریڈڈ آفیسر (گریڈ ۱۷ سے کم نہیں) بھی تصدیق کر سکتے ہیں۔
- 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. ۸۔ درخواست جمع کراتے وقت اور جب بھی طلب کیا جائے، ملکیت کی اصل دستاویزات اور اصل چالان کی ادا شدہ نقلیں تصدیق کے لئے پیش کی جائیں۔
- Please call on 15th day of submission of application, if nothing is heard during this period. ۹۔ اگر کوئی اطلاع موصول نہ ہو تو درخواست جمع کرانے کے ۱۵ ویں دن دفتر سے رجوع کیجئے۔
- Frequent visits to the office may be avoided. ۱۰۔ دفتر میں بار بار آنے سے احتراز کیجئے۔
- 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. ۱۱۔ 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۔
- To know the progress of the case or to collect documents/orders please contact the counter 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. ۱۲۔ درخواست سے متعلق معلومات کے لئے دستاویزات/آرڈر وصول کرنے کے لئے کاؤنٹر پر بذات خود رجوع کیجئے۔ اور ملکیت کی اصل دستاویزات ہمراہ لائے یا اس کے لئے کسی شخص کو مختار بنائیے۔ اس کے پاس اختیار کا خط یا مختار نامہ ہونا چاہئے۔
- The KDA 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. ۱۳۔ کے ڈی اے، ذمہ دار نہیں ہے کہ اس کو پیش کئے گئے جعلی دستاویزات کی بنا پر معاملہ کی تحقیق جانچ پڑتال مکمل کرے، جب تک کہ نوٹس قبل از وقت نہ دیا جائے۔
- The Authority reserves the right to cancel/with-draw any document obtained through mis-representation, concealment of facts, unfair means or by presenting forged documents. ۱۴۔ کے ڈی اے، یہ حق محفوظ رکھتی ہے کہ غلط بیانی، حقائق چھپا کر، ناجائز ذرائع یا جعلی دستاویزات پیش کر کے حاصل کردہ دستاویزات کو منسوخ کر دے یا واپس طلب کرے۔
- Please ascertain the officer to whom objections are to be addressed before publication of press notification. ۱۵۔ اخبار میں نوٹس شائع کرنے سے پہلے راہروا ہذا، افسر کا نام و رافقت کر لیجئے جس کے نام غلطی ہوئی ہوگی،

DETAILS OF PAYMENTS TO K.D.A.
(to be filled in by applicant)

S.No.	Challan No.	Printed Ch./Rpt/No.	Date of Payment	Occupancy Value	Ground Rent	Late payment/ Surcharge	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									
Total									

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

Dated _____

Signature of Applicant _____

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The above payments have been verified from account branch and 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 of the title over the plot/quarter unless allotment/transfer/mutation order is valid:

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

Total Rs. _____

Rupees (in words) _____

KARACHI DEVELOPMENT AUTHORITY

Directorate of Land Management



2232

VALIDITY FOR 60 DAYS

FORM COST: for Residential Plots Rs. 1500/-
for Com / Ind / Amenity Plots Rs. 2500/-
Payable at Cash Branch Rs. 500/-

Bal. for Res Rs. 1000/-
Bal. for others Rs. 2000/-
(Payable with Transaction Fee)

APPLICATION FORM No. 7

Certified True Copies of Documents

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

7

Date of Issue
Signature of Issuing Authority

I/we, the undersigned, herewith submit the following documents and request that as I/We, have lost the original documents, mentioned on page 3. Its duplicate/attested copy/copies may be issued to me/us on usual payment. Any other document or information required by office shall be submitted on demand.

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

Signature (Applicant)

Full Name _____ Address _____

Computerized National Identity Card Number
<input type="text"/>

STATUS

Allottee	Transferee	Attorney
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The Assistant Director _____ Scheme/Township KDA Karachi.

List of Documents attached: (duly page numbered)

- Attested Photo copies of National Identity Cards of owner/Attorney (if any) and witnesses
- Police Report (FIR) in original regarding loss of documents
- Press notification (Specimen 'A')
- Indemnity Bond on Rs. 500/-non judicial Stamp paper duly attested. (Specimen 'B')
- Attested photo copy of Power of Attorney (if any)
- Search Certificate (in case of Leased Plot) form the date of lease upto date
- Proof of construction i.e.
 - Completion Certificate of Building Control Authority.

	For Office use only	
	Yes	No
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>

Or

- Paid copy of challan of oldest Property Tax (PT-10/PT-1).
- Photo copies of all paid challans (Give No. Of Challan _____)
 - Does the applicant hold any document of title, if so give details and provide its photo copies duly attested.
 - Photographs (4 Nos. each)
 - Mobile No. _____

FOR OFFICE USE ONLY

(To be examined by AD/Incharge of the branch and signed in relevant Box)

Scrutiny of the papers filled alongwith application for the purpose of Certified true copies of documents and the relevant file/record, reveals that:-

	Yes	No
1 Status of the applicant/owner 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.	<input type="checkbox"/>	<input type="checkbox"/>
4 Is this case involved in any:		
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 certified true copies of Documents 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 Certified true copies of Documents be allowed. if not, reasons thereof.	<input type="checkbox"/>	<input type="checkbox"/>

SPECIMEN 'A'

**PUBLIC NOTICE FOR
OBTAINING DUPLICATE / ATTESTED
COPIES OF TITLE DOCUMENTS**

I/We _____ S/o. D/o. W/o. Wd/o. _____ holding CNIC No. _____ the
owner/attorney _____ in respect of Plot /No _____ Block/Sector No. _____ Measuring _____ sq.yds. In
Scheme No/Township _____ namely _____ Karachi. Publish, this notice for information of all concerned, that
the title documents viz. _____ in respect of the above Plot / Quarter have been lost by me/us and I/We have applied to
the K.D.A. for issuance of its duplicate/attested copies.

Any person, having any claim, right, line, title over the said property should file his/her objection with Assistant Director of concerned
Scheme/Township K.D.A. within seven days hereof, failing which the certified true copies of the documents shall be obtained and no objection
based on any claim, line, right shall be entertained and shall be deemed to have been waived

SPECIMEN 'B'

**INDEMNITY BOND REQUIRED FOR ISSUANCE OF DUPLICATE/
ATTESTED COPIES OF TITLE DOCUMENTS**

On Non Judicial Stamp Paper of Rs. 500/-

I/We _____ S/o. D/o. W/o. Wd/o. _____
holding CNIC No. _____ adult.residing at, _____ do
hereby state and declare as under:

- 1- That I/We am / are the allottee / transferee / mutatee / lease Holder of Plot/quarter No. _____ Block No. _____
Measuring _____ sq yds in Scheme No/Township _____ namely _____ Karachi.
- 2- That I/We have applied for issuance of Duplicate/attested copies of allotment Order/Possession Order/Acknowledgement of
Possession/Site Plan/Transfer/Mutation Order, in respect of the above property, as the original once issued earlier have been lost and
despite best efforts could not be located / found
- 3- That the documents mentioned in para 2 above, have actually been lost and was/were not handover to any person in connection with
sale/mortgage etc. nor any sale agreement executed / or any money received from any person in respect of the property in question. And
that I/We personally undertake to indemnify K.D.A. against any loss likely to be occasioned by the Authority in case of any mis-
statement, mis-representation and/or fraud
- 4- That I/We shall abide by all the terms and conditions of allotment and will pay all legitimate dues of K.D.A.that may be imposed from time
to time
- 5- That whatever stated above is true & correct to the best of my knowledge & belief

Dated: _____

EXECUTANT

WITNESSESS

1- Signature _____

Name & Address _____

CNIC No _____

2- Signature _____

Name & Address _____

CNIC No _____

SIGNED BEFORE ME AND SIGNATURES ATTESTED.

NOTARY PUBLIC