



To,  
The Director BC  
DHA, Lahore Cantt

Subject: Request for Sub-Division of Plaza No      Sector      Phase  
Measuring      Sqft/Marla

Sir,

I am the owner of above-mentioned Plaza. I intend to apply for the sub-division of the Plaza. You are requested to please give me permission for sub-division of my Plaza. I am enclosing herewith following documents for approval please:

- a. Photocopy of Site Plan of the plot
- b. Photocopy of Allotment / Transfer Letter
- c. Photocopy of CNIC of the owner
- d. Photocopies of Floor Drawings (separate drawing for each floor)
- e. Photocopy of Completion Certificate

Thanking you

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

S/W/D/O \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell No: \_\_\_\_\_

CNIC No: \_\_\_\_\_

**NOTE: Building Control Branch, after scrutiny and approval for Sub Division of Plaza will inform the Customer in writing within one week for submission of required documents to Transfer & Record Branch.**



## **DOCUMENTS REQUIRED FOR SUB-DIVISION OF PLAZA**

1. Forwarding letter given details of documents for Sub Division under the Owner's signature.
2. Affidavit duly attested by Oath Commissioner (specimen attached).
3. Paid Challan for Rs. \_\_\_\_\_ as Sub Division fee.
4. Paid Challan for Rs. \_\_\_\_\_ for separate water connection fee (if feasible/applicable).
5. Original Allotment / Transfer Letter.
6. Photocopy of CNIC (s) duly attested.
7. Original Site Plan.
8. Ten copies of Ammonia Print Floor drawings for each Sub Divided unit (in case of constructed building). Print should be as per approved plan / drawings.
9. Two recent photographs of the owner (s) alongwith Registration Form.



**(Rs. 50/- Stamp Paper)**

**AFFIDAVIT**

**(FOR SUB-DIVISION OF PLAZA)**

I, \_\_\_\_\_ S/O \_\_\_\_\_ CNIC # \_\_\_\_\_  
resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

- a. That I am the owner of Plaza No \_\_\_\_\_ Sector \_\_\_\_\_ Floor \_\_\_\_\_  
Phase \_\_\_\_\_ measuring \_\_\_\_\_ Sqft / Marla, in Defence Housing  
Authority, Lahore Cantonment.
- b. That I want to divide the same Plaza in \_\_\_\_\_ x units (as per the number of  
floors).
- c. That paid Challan No \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ as  
sub-division fee is attached.
- d. That I have applied for the separate water connection and paid Challan No  
\_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ for separate water is attached.  
I shall contact ME Office for the separate water connection for sub-divided each  
floor.
- e. That original Allotment / Transfer Letter bearing no \_\_\_\_\_ alongwith original  
copy of site plan is attached.

**DEPONENT**

**Verification**

Certified on Oath at Lahore this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the above-  
mentioned affidavit is correct and true to the best of my knowledge and belief.

**DEPONENT**



**(Rs. 50/- Stamp Paper)**

**AFFIDAVIT**

(By the Owner of Ground Floor)

I, \_\_\_\_\_ S/O \_\_\_\_\_ CNIC # \_\_\_\_\_  
resident of \_\_\_\_\_, do hereby solemnly affirm and declare as under:-

- a. That I am the owner of Plaza No \_\_\_\_\_ Sector \_\_\_\_\_ Floor \_\_\_\_\_  
Phase \_\_\_\_\_ measuring \_\_\_\_\_ Sqft/Marla, DHA Lahore Cantt.
- b. That I will take responsibility as a coordination of the Plaza No \_\_\_\_\_.  
Sector \_\_\_\_\_ Floor \_\_\_\_\_ Phase \_\_\_\_\_ measuring \_\_\_\_\_, DHA  
Lahore Cantt.
- c. That I will abide by the mandate of coordinator in true letter and spirit and will  
ensure maintenance of smooth and cordial relationship amongst other owners.
- d. That I will ensure all taxes / other dues payable to the Government Department /  
DHA have been paid. I shall not default or fail in payment of taxes and other dues  
of the Plaza.
- e. That in case of any dispute, I will contact Plaza Dispute Resolution Committee  
and will not involve in direct hard talks / scuffle with other owners.
- f. That whatever is stated above is true to the best of my knowledge and belief.

**DEPONENT**

**VERIFICATION**

Verified on Oath at Lahore, this \_\_\_\_\_ day \_\_\_\_\_ 2019, that the contents of the above  
affidavit are correct and true to the best of my knowledge and belief.

**DEPONENT**



**(Rs. 50/- Stamp Paper)**

**AFFIDAVIT**

(By the Purchaser)

I, \_\_\_\_\_ S/O \_\_\_\_\_ CNIC # \_\_\_\_\_  
resident of \_\_\_\_\_, do hereby solemnly affirm and declare as under:-

- a. That I have purchased Plaza No \_\_\_\_\_ Sector \_\_\_\_\_ Floor \_\_\_\_\_  
Phase \_\_\_\_\_ measuring \_\_\_\_\_ Sqft/Marla, DHA Lahore Cantt which has  
been transferred in my name.
- b. The Mandate of the coordinator and will pay share of all expenses on account of  
combine allied services like water (as per business category), sewerage, security  
lights, lift including lift maintenance.
- c. I will cooperate fully with the coordinator (owner of ground floor) in all aspects.
- d. I will ensure timely payment of the above-mentioned allied facilities at priority.
- e. I will ensure availability and periodical check of fire extinguishers installed on my  
floor.
- f. That whatever is stated above is true to the best of my knowledge and belief.

**DEPONENT**

**VERIFICATION**

Verified on Oath at Lahore, this \_\_\_\_\_ day \_\_\_\_\_ 2019, that the contents of the above  
affidavit are correct and true to the best of my knowledge and belief.

**DEPONENT**