

DOCUMENTS REQUIRED FOR SALE / PURCHASE OF PLOT / PROPERTY
IN THE NAME OF COMPANY

1. Companies registered under the Companies Ordinance through its CEO can sale / purchase of properties subject to the fulfillment of following requirements:-
 - a. Covering Letter / Application from Company CEO duly signed with company stamp.
 - b. Latest Memorandum of Association / Article of Association duly attested (Not older than 30 days) by SECP.
 - c. Board Resolution on original letter head of the Company passed by the Board of Directors (duly signed by CEO, 2 x Directors and Company Secretary along with attested copies of valid CNICs) regarding authorization of signatory for Sale / Purchase of the property along with specific details of property.
 - d. Latest **Form 29-A / Form A** of Companies Ordinance attested (Not older than 30 days) by Security and Exchange Commission of Pakistan (SECP).
 - e. Latest attested copy of Letter of incorporation from concerned authority.
 - f. Registration Form for Registration attested by company's secretary (available at Finance Counter).
 - g. Registration Fee.
 - h. For sale of plot, publication in 2 x National Newspapers (1 x English and 1 x Urdu) be done (if applicable).
2. **Purchase / Lease of Land by Foreign Companies.** According to latest instruction issued by Government of Pakistan Ministry of Interior Islamabad dated 9th September 1984:-

“No foreigner shall directly or indirectly, acquire land or any interest in the land or landed property in Pakistan except with the previous permission in writing of the Federal Government or of the Provincial Government and in accordance with the conditions subject to which the permission is granted.”

Note: - In case of change of Signatory / Executants for any logical reason all above mentioned required documents will be deposited by the CEO.