

# **RECTIFICATION DEED / AMENDING DEED**

1. Many a times, after execution of the Lease, necessity for rectifying/amending the said Lease arises when there is an increase/decrease in the area of the plot, or in its boundaries, or any defect, noticed after registration of the Lease.

## **2. DOCUMENTS REQUIRED FOR REC. / AMND. DEED**

Following formalities are required to be completed for rectification deed.

- a. Application addressed to the Administrator, DHA from Allottee / Transferee requesting Registration of rectification / amending deed with full address and telephone No.
- b. Dues clearance endorsement on application from Account Branch.
- c. National Identity Card (Two Photocopies) of owner and two photocopies of each witness (Photocopies of both sides of NIC of owner and witness should be on one page).
- d. One latest passport size photograph (do not paste photograph).
- e. Photocopy of 'A' Lease (in case of KMC land photocopies of 'B'/C' Lease)
- f. Rectification / Amending Deed document duly affixed with Special Adhesive Stamps from Central Stamping Office, City Court Karachi (value of stamp may be got checked from Sub Registrar Clifton Town-1 before affixing)
- g. Site Plan; One copy on Ammonia Print.

## **3. IN CASE OF SPECIAL POWER OF ATTORNEY**

- a. Original Special Power of Attorney duly registered / attested by *PAKISTAN EMBASSY* if outside Pakistan, along-with on photocopy having Rs. 2/- Court Fee Stamp on it.

## **4. IN CASE OF GENERAL POWER OF ATTORNEY**

- a. Two photocopies of General Power of Attorney (GPA) duly Registered by a Sub-Registrar / Distt. Registrar or attested by *PAKISTAN EMBASSY* if outside Pakistan, having Rs. 2/- Court Fee Stamp on it.
- b. Photo copy of acceptance letter of GPA issued by DHA.
- c. Certificate to the effect that the execution of the power is alive duly attested by Oath Commissioner / Notary Public / Class – I Gazetted Officer.

### **NOTE: -**

- Registration of normal documents is carried out **TUESDAY & THURSDAY** between **1100 Hours To 1300 Hours.**

- At the time of Registration you must be in possession of your Original National Identity Card for Identification.
- Site visit of the property will be conducted by DHA Planning Directorate Field Staff within one week, without which the case will not be processed.
- Stamp duty must be paid on original transfer letter from Board of Revenue, Govt. of Sindh before registration (Sub-Registrar's Office requirement).
- Consult Sub-Registrar-I, Clifton Town, Karachi for Stamp Duty / Registration Fee or any other taxes imposed by BOR Sindh / FBR.