

Requirement for Application for Possession/Demarcation of Plot

Following actions are required to be completed

1. Provide 2 x possession forms duly filled
2. Provide photocopies of CNIC and Allotment Letter
3. Provide 2 passport size photographs
4. Deposit possession fee as applicable (Pay order in the name of FOECHS) (Rs. 20,000/- for 150 sq.yds, Rs. 25,000/- for 300 sq.yds and Rs. 30,000 for 600 sq.yds)
5. Deposit/claim adjustment of dues as per actual measurement on ground.
6. Accept terms & conditions of the society.

PROCEDURE FOR HANDING/TAKING OVER POSSESSION OF PLOT

Members are required to complete the following actions:

- Clear all outstanding dues.
- Submit application for taking possession on prescribed form
- On approval of request, visit site of Society along with Surveyor deputed by the Society for physical measurement of the plot area.
- The final accounts for clearance before handing over possession of plot will be prepared by accounts department of the Society based on actual measurements and taking care of shortfalls/additional lands and corner/non corner plots etc. if any.
- Clear the final accounts.

The Society is required to complete the following actions:

- Accept application for handing/taking over possession of plot on clearance of dues.
- Depute surveyor for physical measurements of plots on any working day in consultation with the applicant.
- Prepare final accounts based on measurement sheet provided by surveyor (to cover additional/shortfall of land and corner/non corner plot etc.)
- Hand over possession of plot on clearance of final accounts.

FOREIGN OFFICE EMPLOYEES COOPERATIVE HOUSING SOCIETY

Application for Possession of Plot

The Secretary
Foreign Office Employees Cooperative Housing Society.

**Passport Size
Photo**

Subject POSSESSION/DEMARCATION OF PLOT

Dear Sir,

Please Demarcate my Plot No. _____ and hand over to me/my authorized attorney. Photocopy of National Identity Card and Allotment letter are attached. Demarcation fee has been deposited and receipt/draft attached.

Membership No.: _____ Owner's Name: _____

Contact No.: _____ CNIC. No.: _____

Address: _____

_____ Email: _____

Demarcation Required: ☐ Yes ☐ No

Signature (Owner/Attorney)

Date _____

Secretary (FOECHS)

PART – I

(PLOT DIMENSIONS AND DETAILS)

Longer dimensions (1) _____ ft. Bounded by _____

(2) _____ ft. Bounded by _____

Shorter dimensions (1) _____ ft. Bounded by _____

(2) _____ ft. Bounded by _____

Actual Area of Plot _____ Sq. ft

Standard Size of Plot _____ Sq. ft

Excess/Short by _____ Sq. ft

Corner or non-corner _____

Extra Land _____ Sq. ft

Surveyor (Oak Leaf)

Surveyor (FOECHS)

Engineer (FOECHS)

PART – II

1. The ownership of the plot is certified as legal.
2. All dues owed by the applicant have been cleared. (Supporting statement is attached).
3. The member is required to commence and complete the construction of a house within three years after taking possession of the plot and within one year after the approval of the construction drawings. Failure to meet these timelines will result in the imposition of non-utilization charges.
4. The possession of the plot is subject to change if construction does not commence within the specified timeframe. If construction begins after the specified period, the possession must be reconfirmed before starting construction.
5. A No Objection Certificate (NOC) for the electric meter connection will be issued upon request along with the possession of the plot. However, to obtain a NOC for house construction, the member must submit a copy of the construction plan duly signed and stamped by an approved architect and structural engineer of RDA at the society's office. A fee of Rs. 1 per Sq. ft of the covered area will be charged for scrutiny and top supervision by the society.
6. To obtain possession of the plot, an affidavit confirming compliance with all the terms and conditions must be submitted along with the possession forms. (Attached)

Possession may be handed over on _____

Assistant Manager (FOECHS)

Accounts Office/Manager (FOECHS)

Date _____

PART - III

Demarcation date _____

Surveyor (Oak Leaf)

Surveyor (FOECHS)

Engineer (FOECHS)

PART - IV

It is certified that I have read and understood the relevant instructions in part-II & part III of this form, and I undertake to comply with these instructions.

Possession taken over on _____

(Owner/ Attorney)

TERMS & CONDITIONS FOR CONSTRUCTION OF HOUSES

(TO BE PRINTED ON Rs 50/- or more Stamp Paper)

I, _____ S/, D/, W/O _____
Bearing CNIC No. _____ R/o _____
_____ Ph. No. _____ am the owner of Plot
No. _____ measuring _____ in FOECHS. I intend to start the construction of my
house on said plot.

I do hereby undertake to fully adhere to the following conditions:

- I. All RDA and FOECHS building regulations will be strictly followed.
- II. Any type of Construction including boundary wall will not commence without obtaining the NOC for construction and approval of drawings from the RDA.
- III. Gate placement will align with the locations marked and fixed in the site layout attached to the possession form. Written permission from the society will be sorted for the installation of a second gate.
- IV. No structures will be built in the open spaces surrounding the house. For 5 Marla houses, the washroom slab at the rear open space will be laid at a height of 7 feet.
- V. The approved drawings will be followed precisely during construction.
- VI. I will take responsibility for contacting the society's office at each stage of construction and obtaining approval for the work completed.
- VII. The checklist will be signed by the FOECHS site engineer at every stage. A fine of PKR 50,000/- will be imposed if work on the next stage is carried out without prior approval.
- VIII. Approved drawings are valid for one year only. After the validity period, I will apply for an extension.
- IX. A completion certificate will not be issued if any violations of the approved drawings are found.
- X. Construction on any extra land outside the plot is strictly prohibited.
- XI. If violation notices have been issued, ownership of the house will not be transferred until all violations are cleared.
- XII. In case of noncompliance with these conditions, construction will be halted, and all violations will be rectified at my expense. FOECHS will not be liable for any damage caused to the building.

Deponent
(Name & Signature)

Witness 1:

Witness 2:

Name: _____

Name: _____

CNIC: _____

CNIC: _____

