

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
ISLAMABAD

Application for Possession of Plot

The Secretary
Foreign Office Employees Cooperative Housing Society
Islamabad

Passport Size
Photo

Subject **POSSESSION/DEMARICATION 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 _____

Signature
(Owner/Attorney)
Date _____

Secretary (FOECHS)

PART – I

Demarcate the plot and fill in the following:

Longer dimensions (1) _____ ft. Bounded by _____

(2) _____ ft. Bounded by _____

Shorter dimensions (1) _____ ft. Bounded by _____

(2) _____ ft. Bounded by _____

Actual Area of Plot _____ Sft.

Standard Size _____ Sft.

Excess/Short by _____ Sft.

Corner or Non Corner _____

Extra Land _____ Sft.

Surveyor (Oak Leaf)

Surveyor (FOECHS)

Engineer (FOECHS)

PART – II

1. Certified that the ownership is legal.
2. All dues cleared by the applicant. (Statement attached)
3. Member is required to construct house within **three years (After taking possession) & one year (after approval of drawings)**, failing which non utilization charges will be imposed.
3. The possession is liable to change if construction does not commence within the specified time. In case of construction commencing after specified time, this possession may be reconfirmed before undertaking construction.
4. NOC for electric meter connection will be issued along with possession of plot. However, NOC for construction of house, you will have to submit a copy of your construction plan dully signed & stamped by approved architect and structure engineer of RDA in society's office. Rs. 1/per sq.ft covered area will be charged on the account of scrutiny and top Supervision by the society.

Possession may be handed over on _____

Assistant (FOECHS)

Accounts Officer/Manager

Date: _____

PART - III

Possession handed over on _____ Subsequent Confirmation on _____

Surveyor (Oak Leaf)

Surveyor (FOECHS)

Engineer (FOECHS)

PART - IV

It is certified that I have read and understood the relevant instructions at 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 20/- or more Stamp Paper)

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

I do hereby undertake the following:

- (i) All RDA and FOECHS Building regulations will be followed.
- (ii) NOC of Construction is mandatory, Construction of any type without NOC will not be accepted.
- (iii) NOC for construction and inspection check list for different stages of construction will be issued after the submission of drawings in society's office and engineer's approval.
- (iv) Gate locations are fixed and marked in the drawing attached with possession form. Violation in gate location is not allowed.
- (v) I will not construct any structure in the open spaces around my house and for 5 Marla house the slab of washroom on open space at the back side will be laid at 7 feet height.
- (vi) During construction, violation of approved drawings will not be allowed.
- (vii) It is owner's responsibility to contact society's office at every inception stage and get approval of work done.
- (viii) Check list should be signed by the site engineer of FOECHS at every stage. In case of work done on next stage without prior approval, fine of **PKR 50,000/-** will be charged.
- (ix) Approved drawings are valid for 1 Year only, after completion of validity time member will have to submit application for extension.
- (x) Completion certificate will not be issued if any violation of approved drawings is found.
- (xi) In case of noncompliance with these conditions, construction will be stopped, and all violations will be removed at the expense of owner. FOECHS will not be held accountable to any damage caused to the building.

Deponent
(Name & Signature)

Witness 1:
Name: _____
CNIC _____

Witness 2:
Name: _____
CNIC _____