



KARACHI DEVELOPMENT AUTHORITY
LAND MANAGEMENT

2

APPLICATION FORM

DIARY NO. _____

DATE _____

Mutation by Registered Sale Deed

Category/Plot No./Quarter No./Block/Sector

Scheme/Township

Nature of Plot

Size of Plot/Quarter

Name of Seller

Name of Purchaser

(THIS FILE COVER MUST BE PRESENTED ALONG WITH APPLICATION AND ENCLOSURES)



2324

Mutation by Registered Sale Deed

| |
|---|
| Category/Plot No./Quarter No./Block/Sector |
| Scheme/Township |
| Nature of Plot Residential/Commercial/Industrial/Flat Site |
| Size of Plot/Quarter |
| Name of Seller |
| Name of Purchaser |

2

RECEIPT/ACKNOWLEDGEMENT

Received Application alongwith the relevant enclosures mentioned in the form vide Diary No.

| | | |
|----------------------|----------------------|----------------------|
| Date | Month | Year |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Signature of Officer Receiving the Application
Official Seal

Name of the applicant

Signature

| | |
|--|--|
| | |
|--|--|

(This box should be filled in by the applicant)

INSTRUCTIONS & GENERAL NOTES

ہدایات اور نوٹ

1. THE APPLICATION SHOULD BE PREFERABLY TYPED.
2. The applicant should submit this form in original, duly completed in all respect and duly signed.
3. Forms having cuttings, erasing or incomplete can be rejected and shall not be accepted in office.
4. The covering application at page 1, and other forms/pages, should be read carefully, so that complete information and the enclosures to be attached should not be omitted.
5. All the enclosures should be properly attached/tagged and Page numbered neatly.
6. It should be ensured that the matter specified in the various specimen attached with this form, should be used without any modification, unless so advised by the competent authority.
7. Attestation by a Notary Public on the Joint Declaration for transfer, should invariably bear the notarial stamp of the Notary Public. Affidavits if any can be got attested by an Oath Commissioner. Attestation may also be got done from a First Class Magistrate or a Gazetted Officer not below Grade - 17.
8. The original documents of title and paid copies of original challans must be presented for verification at the time of submitting applications as well as when demanded.
9. Please call on 15th day of submission of application, if nothing is heard during this period.
10. Frequent visits to the office may be avoided.
11. Please notify if there is any change in your address, failing which the notices/letters sent on the available addresses shall be deemed to have been served.
12. To know the progress of the case or to collect documents/orders please contact the office in person alongwith original documents of title or depute an authorised person for the same. Such person should be holder of an authority letter or Power of Attorney.
13. In cases of transfer/mutation, the transferees/mutatees should ensure that he/she/they are making transactions with a genuine person holding valid/legal and original documents of title. The KDA does not take the responsibility for processing and finalizing the cases based on forged documents presented to it, unless notice is given well in time.
14. The Authority reserves the right to cancel/withdraw any document obtained through mis-representation, concealment of facts, unfair means

- ۱۔ درخواست ناپ شدہ ہو تو بہتر ہوگا۔
- ۲۔ درخواست دہندگان اصل فارم پر طرح مکمل کر کے دستخط کے بعد جمع کرائیں۔
- ۳۔ فارم میں تھیلیاں کٹی ہوئی یا مکمل ہونے کی صورت میں فارم سترہ کر دیا جائے گا اور کاؤنٹر پر قابل نہ ہوگا۔
- ۴۔ صفحہ (۱) پر درج درخواست اور دیگر فارم/صفحات کو نوٹور سے پڑھ لیں تاکہ مکمل تھیلیاں اور مطلوبہ کاغذات منسلک کرنے سے نہ دو جائیں۔
- ۵۔ تمام کاغذات کے مناسب طور پر منسلک کر کے صفحہ نمبر صاف لکھیں۔
- ۶۔ اس فارم کے ہمراہ مختلف نمونوں میں درج مہارت کو نسخہ کسی تبدیلی کے لکھیں۔ جب تک کوئی اسرار مجاز اس میں ترمیم نہ کرے۔
- ۷۔ پیشگی کے لئے مشورہ کرنا بھروسہ پر نوٹری پبلک کی تصدیق اور ان کی مہر ثبت کرانا لازم ہے۔ مختلف ناموں کی صورت میں اچھے کوشش سے تصدیق کرائیں۔ مجسٹریٹ درج اول یا گریڈ آفیسر (گریڈ ۱۷) سے کم نہیں اپنی تصدیق کر سکتے ہیں۔
- ۸۔ درخواست جمع کراتے وقت اور جب بھی طلب کیا جائے، ملکیت کی اصل دستاویزات اور اصل چالان کی ادا شدہ تھیلیاں تصدیق کے لئے پیش کی جائیں۔
- ۹۔ اگر کوئی اطلاع موصول نہ ہو تو درخواست جمع کرانے کے ۱۵ ویں دن دفتر سے رجوع کیجئے۔
- ۱۰۔ دفتر میں بار بار آنے سے اجتناب کیجئے۔
- ۱۱۔ آپ کے پتے میں کوئی تبدیلی ہو تو اطلاع دیجئے۔ ورنہ موجود پتے پر بھیجے گئے نوٹس/خطوط کو تصور کیا جائے گا کہ آپ کو موصول ہو گئے ہیں۔
- ۱۲۔ درخواست سے متعلق معلومات کے لئے دستاویزات/آرڈر وصول کرنے کے لئے کاؤنٹر پر بذات خود رجوع کیجئے۔ اور ملکیت کی اصل دستاویزات ہمراہ لائے جائیں تاکہ کسی شخص کو ہٹا کر بنائے۔ اس کے پاس اختیار کا خط یا حکام نہ ہونا چاہئے۔
- ۱۳۔ پیشگی/تبدیلی کی صورتوں میں متعلق الیہ/تبدیل الیہ افراد مکمل امینان کر لیں کہ وہ حقیقی فرو سے لین دین کر رہے ہیں جو جائز اور قانونی اور اصل دستاویزات ملکیت کا حامل ہے۔ ڈی۔ اے ڈومسٹک سے کہ اس کو پیش کیے گئے پیشگی دستاویزات کی بنا پر معاملہ کی تحقیق جانچ پڑتال مکمل کرے، جب تک کہ نوٹس قبل از وقت نہ دیا جائے۔
- ۱۴۔ ڈی۔ اے، یہ حق محفوظ رکھتی ہے کہ غلط بیانی، ہتھاکھ چھپا کر، ناجائز ذرائع یا جعلی دستاویزات پیش کر

**KARACHI DEVELOPMENT AUTHORITY
(Land Management)**



FORM No. 2/ 2016

2324

VALIDITY FOR 60 DAYS

FORM COST: for Residential Plots Rs. 1500/-
for Com / Ind / Amenity Plots Rs. 2500/-
Payable at Cash Branch Rs. 500/-

Bal. for Res Rs. 1000/-
Bal. for others Rs. 2000/-
(Payable with Transaction Fee)

APPLICATION FORM-2

Mutation by Registered Sale Deed

| |
|---|
| Category/Plot No./Quarter No./Block/Sector |
| Scheme/Township |
| Nature of Plot Residential/Commercial/Industrial/Flat Site |
| Size of Plot/Quarter |
| Name of Seller |
| Name of Purchaser |

2

| |
|--------------------------------|
| Date of Issue |
| Signature of Issuing Authority |

I/we, the undersigned, submit the following documents and request that mutation of above noted plot/quarter maybe effected in my/our favour of _____ on the basis of Regd. Sale Deed. Any other document or information that may be required by the office shall be submitted on demand.

| | | |
|----------------------|----------------------|----------------------|
| Date | Month | Year |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Signature (Applicant)

Full Name _____ Address _____

| |
|--|
| Computerized National Identity Card Number |
| <input type="text"/> |

STATUS

| | | |
|----------|------------|----------|
| Allottee | Transferee | Attorney |
|----------|------------|----------|

The Assistant Director, _____ KDA

List of Documents attached: (duly page numbered)

For Office use only

| | Yes | No |
|---|--------------------------|--------------------------|
| 1. Second copy of Regd. Sale Deed (in original OR Certified True copy of Regd. Sale Deed, alongwith photo copy of original Regd. Sale Deed duly attested) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Attested Photo stat copy of power of attorney (if any) with C.N.I.C. Of Attorney. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Press notification inviting objections to the proposed mutation (Specimen 'A'). | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Deed of Redemption/NOC from loan giving agency in case where permission to Mortgage/ Assign has already been issued by KDA | <input type="checkbox"/> | <input type="checkbox"/> |
| OR | | |
| An Affidavit in case where permission to Mortgage/Assign issued by KDA has not been utilized (Specimen 'B') | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Indemnity Bond on Rs. 500/-non judicial stamp paper from the vendee/purchaser. (Specimen 'C') | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Attested photo Copies of C.National Identity Card of Vendee and Witnesses. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Proof of construction i.e. | | |
| i) Completion Certificate of Building Control Authority. | <input type="checkbox"/> | <input type="checkbox"/> |
| or | | |
| ii) Paid copy of challan of Property Tax and PT-1. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Photo copies of all paid challans (Give No. of Challans _____) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Attested Photo Copy of Allotment Order alongwith *original | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Attested Photo copy of Possession Order, alongwith *original | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Attested Photo copy of Acknowledgement of Possession alongwith *original | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Attested Photo copy of Site Plan alongwith *original | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Attested Photo copy of transfer order (All) alongwith *original | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Attested Photo copy of registered lease Deed alongwith *original | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Photographs of Purchaser (04 each) | <input type="checkbox"/> | <input type="checkbox"/> |

*(The originals will be returned after scrutiny)

KARACHI DEVELOPMENT AUTHORITY
(Land Management)
APPLICATION FORM-2

FORM No. 2/ 2016



2324

Mutation by Registered Sale Deed

| | |
|---|-------------------------------------|
| Category/Plot No./Quarter No./Block/Sector | Allotment Order No. & Date |
| Scheme/Township | Possession Order No. & Date |
| Nature of Plot Residential/Commercial/Industrial/Flat Site | Date of Physical Possession. |
| Size of Plot/Quarter | No. & dt of last transfer order |
| Name of Seller | Whether constructed or Open |
| Name of Purchaser | If constructed, date of completion. |

Declaration

I/we:

| Name | Father's Name/Husband Name | Full Address | Status |
|----------------------------------|----------------------------|--------------|--------|
| | | | |
| | | | |
| | | | |
| Through Attorney (if any) | | | |
| | | | |
| | | | |

do hereby declare and state that I/We have purchased the above noted plot on the basis of Registered Sale Deed From

| Name | Father's Name/Husband Name | Full Address | Status |
|----------------------------------|----------------------------|--------------|--------|
| | | | |
| | | | |
| | | | |
| Through Attorney (if any) | | | |
| | | | |
| | | | |

Particulars of Sale Deed

Registration No. _____ Book No. _____ Date of Registration _____

M. F. Roll No. _____ Date _____

Signature of Applicant

SPECIMEN SIGNATURES OF PURCHASER/PROSPECTIVE MUTATEE

| | |
|-----------|--|
| Name | |
| C.NIC No. | |
| Signature | |
| Name | |
| C.NIC No. | |
| Signature | |

| | |
|-----------|--|
| Name | |
| C.NIC No. | |
| Signature | |
| Name | |
| C.NIC No. | |
| Signature | |

SPECIMEN 'A'**PUBLIC NOTICE FOR MUTATION OF PLOT**

I/we _____ S/o, D/o, W/o, Wd/o _____

Residing at _____ Karachi, have applied for mutation by Registered Sale Deed of

Plot No./Sub Plot No. _____ Block No. _____ measuring _____ sq. Yds. In Scheme No. _____

Namely _____ Karachi which was purchased from Mr/Miss/Mrs/Mst _____ S/o, D/o, W/o, Wd/o _____

Resident of _____

Through his/her duly constituted Attorney Mr/Miss/Mrs/Mst _____

S/o, D/o, W/o, Wd/o _____ Residing at _____

Any person having any claim, right, title, lien or any objection whatsoever, should notify the same to the concerned Asstt. Director, Land of the Scheme/Township No. _____, alongwith documentary evidence, under a Regd. A/D cover within seven (7) days from date of publication of this notice. Failing which any claim, lien, or objection if any, shall be deemed to have been waived and the mutation of the said property shall be completed.

Note: Publication in the Newspaper is to be made in Leading daily Newspaper**SPECIMEN 'B'****AFFIDAVIT TO THE EFFECT THAT PERMISSION TO MORTGAGE/ASSIGN HAS NOT BEEN UTILIZED**

ON NON JUDICIAL STAMP PAPER OF Rs. 50/-

I/we _____ S/o, D/o, W/o, Wd/o _____ holding CNIC No. _____ adult,

Residing at _____ do hereby declare on solemn affirmation as under:-

1. That I/we, am/are allottee/transfree/mutatee of plot No. _____ Block No. _____ measuring _____ Sq. Yds in Scheme No. _____ namely _____ by virtue of allotment/Mutation/Transfer Order No. _____ Dated _____
2. That the lease of the above noted plot has already been registered vide Registration No. _____ Pages _____ To _____ Volume _____ Book/Adtl. Dated _____ (M.F. Roll No. _____ dated _____) in favor of Mr/Miss/Mrs/Mst _____ S/o, D/o, W/o, Wd/o _____
3. That the Permission to Mortgage/Assign, issued by KDA to me vide No. _____ Dated _____ for the purpose of Obtaining loan from _____ has been utilized by me and no loan against that permission was obtained; and that the same has been lost.

OR

That it is in my knowledge that the Permission to Mortgage/Assign issued by KDA vide No. _____

Dated _____ in favour of Mr/Miss/Mrs/Mst _____ S/o, D/o, W/o, Wd/o _____

The previous owner of the property, for the purpose of obtaining loan from _____ has not been utilized by him/her, and

Neither he/she nor I/We have obtained loan from any loan giving agency against the property in question and that the same has been lost.

**EXECUTANT
SIGNED BEFORE ME
AND THE SIGNATURES ARE ATTESTED
NOTARY PUBLIC**

SPECIMEN 'C'**INDEMNITY BOND FROM PURCHASER/PROPOSED MUTATEE**

ON NON JUDICIAL STAMP PAPER OF Rs. 500/=

I/we _____ S/o, D/o, W/o, Wd/o _____

Adult, Residing at _____

holding C.National Identity Card No. _____ do hereby solemnly affirm and undertake as under:

- 1) That I/we, have purchased/obtained from Mr./Miss/Mrs/Mst _____ S/o, D/o, W/o, Wd/o _____ resident of _____ Plot No. _____ Block No. _____ measuring _____ sq. Yds. In Scheme No. _____ namely _____
- 2) That I/we, hereby undertake to indemnify the KDA against all losses or damages if any that may be occasioned to the Authority by the transfer/mutation of the aforementioned plot in my/our favour.
- 3) That I/we, further agree to abide by all the Rules & Regulations of the KDA, which are presently inforce or those to be enforced in future. IN WITNESSES WHEREOF I/we, have hereunto set and subscribed my hands at Karachi this _____ day of _____ 20 _____

WITNESSES:-Name Full Address & C.N.I.C. Number.

1) _____

2) _____

**EXECUTANT
SIGNED BEFORE ME
AND THE SIGNATURES ARE ATTESTED
NOTARY PUBLIC**

FOR OFFICE USE ONLY

(To be examined by A.D./incharge of the branch and signed in relevant Box)

Scrutiny of the papers filled alongwith application for the purpose of mutation and the relevant file/record, reveals that:-

| | Yes | No |
|---|--------------------------|--------------------------|
| 1. Status of the applicant/transferor is correct. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Details/particulars of plot have been correctly mentioned. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Signatures of applicant on these papers are:- | <input type="checkbox"/> | <input type="checkbox"/> |
| i) According to our record | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) There is slight variation, but it may be due to passage of time | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) Totally different (see pages _____ of the file) _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is this case involved in any: | <input type="checkbox"/> | <input type="checkbox"/> |
| a) Court case, if so give suit No. | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Enquiry if any | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Bengali Property | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has any objection in response to the advertisement (if any) for the proposed mutation been received? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is there any other dispute about this plot? Give brief description of the dispute. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Any other point which the office requires to consider, before finalization of the case: | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the request in accordance with the normal procedure? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Final recommendations, whether the proposed Mutation by Registered Sale Deed be allowed, if not reasons thereof. | <input type="checkbox"/> | <input type="checkbox"/> |