

PROCEDURE FOR OBTAINING DUPLICATE COPIES OF LOST DOCUMENTS.

Following papers / documents are to be submitted by the Applicants:

1. Application. **(Specimen enclosed)**
2. A copy of Computerized National Identity Card, duly attested by Notary Public.
3. A copy of Police Report in original.
4. Original copy of Advertisement published in Newspaper Jang or Dawn for loss of documents
5. Document showing Ownership of the property, duly attested by Notary Public.
6. Affidavit on Stamp Paper of Rs. ⁵⁰~~20~~/-, duly attested by Notary Public.
(Specimen enclosed)
7. Indemnity Bond on Stamp Paper of Rs. 200/-, duly attested by Notary Public.
(Specimen enclosed)
8. Attested Copy of Power of Attorney, if applicable (Specimen enclosed).
9. Affidavit on Stamp Paper of Rs. ⁵⁰~~20~~/- of Attorney, if applicable.
(Specimen enclosed)
10. Documents to be submitted by the Applicant (Owner) in person.

THE HONORARY SECRETARY,
P.E.C.H. SOCIETY LTD.,
KARACHI.

SUBJECT: REQUEST FOR ISSUANCE OF DUPLICATE / CERTIFIED COPIES OF
DOCUMENTS IN RESPECT OF THE PROPERTY BEARING
RESIDENTIAL/COMMERCIAL PLOT NO. _____, MEASURING
_____ SQ. YDS., BLOCK NO. _____, P.E.C.H. SOCIETY, KARACHI.

Dear Sir,

It is submitted that I/We am / are the legal / lawful owner (s) / Allottee/ Attorney/
Sub-Power of Attorney of subject property/plot vide Allotment / Transfer Order
No. _____ dated _____ or by virtue of Registered Power of Attorney / Sub-
Power of Attorney bearing No. _____ dated _____. That the following
documents of my/our above said property have been lost / misplaced somewhere and are
not traceable. I / We have lodged / registered F.I.R _____ in _____
Police Station and also published the matter regarding loss of original documents in daily
JANG or DAWN dated _____,

- 1)
- 2)
- 3)
- 4)

Now, I/We am/are enclosing herewith the original Publication of Newspaper in daily
JANG or DAWN dated _____ and F.I.R. dated _____ alongwith all
the relevant documents / papers in respect of the above said property/plot as per
procedure of the P.E.C.H. Society for further necessary action with request to kindly
issue me / us duplicate / certified copies of above mentioned documents at your earliest
please.

Thanking you,

Yours faithfully,

LIST OF DOCUMENTS (ENCLOSED)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Dated: _____

Signatures _____

Name: _____

Address: _____

Telephone: _____

INDEMNITY BOND

I / We _____

S/o. W/o. D/o. _____

Muslim, Adult, R/o. _____

do hereby state on oath as under:

- 1) That I am / We _____
am / are the present allottee / owner / s of Plot No. _____ Block No. _____
measuring _____ sq. yards, P.E.C.H.S., Karachi, vide Allotment Order / Sale
Deed / Gift Deed No. _____ dated _____ .
- 2) That I / We do hereby indemnify the Pakistan Employees Co-operative Housing
Society Ltd., from all future detriments which may arise due to supply of duplicate
copy of the following documents / papers in respect of Plot No. _____
Block No. _____ measuring _____ sq. yards, PECHS, Karachi.
 - a)
 - b)
- 3) That the subject property is not involved in any kind of dispute or litigation and it is
free from all types of bars, charges and encumbrances etc. I / We have not
concealed any information in respect of the property and no transaction has been
effected or Power of Attorney has been executed except the same disclosed in this
Application.
- 4) That I / We hereby agree and undertake to abide by all the terms & conditions and
covenants contained in the Allotment Order / Sub-License and the Indenture of
Lease on which allotment of above property was made or any terms and conditions
that may be imposed by the PECHS, Karachi at any time. Further we agree to pay
the Ground Rent and other dues to the PECHS, Karachi, which may from time to
time become due or payable in respect of the said property.
- 5) That I / We do hereby indemnify PECHS and Ministry of Housing & Works from
all kind of detriments which may occur due to issuance of duplicate copies of the
papers and / or due to any act or omission on my / our part.

Whatever has been stated above is true to the best of our knowledge and belief.

Karachi

Dated: _____

EXECUTANTS

1. _____

2. _____

AFFIDAVIT

I / We _____

S/o. W/o. D/o. _____

Muslim, Adult, R/o. _____

do hereby state on oath as under:

- 1) That I am / We _____
am / are the allottee / owner / s of Plot No. _____ Block No. _____
measuring _____ sq. yards/ sq. feet, P.E.C.H.S., Karachi.
- 2) That the following documents / papers in respect of above Plot have been lost and
are not traceable:
 - a) _____
 - b) _____
 - c) _____
- 3) That I / We have already got registered the Police Report with _____
Police Station for the loss of the above documents
- 4) That I / We have got published the fact regarding loss of documents in the
Newspaper Daily Dawn / Jang on _____.

Whatever has been stated above is true to the best of our knowledge and belief.

Karachi

Dated: _____

D E P O N E N T S

1. _____

2. _____

3. _____

اطلاع عام

عوام الناس کو مطلع کیا جاتا ہے کہ میں _____

پلاٹ نمبر _____ بلاک نمبر _____ پیمائش _____ مربع گز،

پی ای سی ایچ سوسائٹی، کراچی کا مالک ہوں۔

میرے پلاٹ کے اصل ڈاکومنٹس (۱) _____

(۲) _____ (۳) _____

گم ہو گئے ہیں۔ میں سوسائٹی ٹھکانے سے ڈپلیکیٹ ڈاکومنٹس حاصل کرنے کیلئے درخواست دے رہا ہوں۔

اگر کسی کو کوئی اعتراض ہو تو اندرون سات یوم آنریری سیکریٹری پی ای سی ایچ ایس لمیٹڈ

کراچی کو اپنا اعتراض بمعہ دستاویزی ثبوت رجسٹرڈ اے۔ ڈی مطلع فرمائیں۔ بعد ازاں کوئی اعتراض

قابل قبول نہ ہوگا اور ڈپلیکیٹ ڈاکومنٹس کے حصول کیلئے کارروائی مکمل کر لی جائیگی۔

المشہتر