

## LAND BRANCH

The Land Branch is responsible for the processing of; Grant of Lease , Renewal of Lease , Mutation of Properties through Registered Documents and by way Inheritance, providing the GLR Extract, No Objection Certificates for the Mortgage, Gifts or sale of properties ,Sub Division of Plots and Approval of Building Plan on the properties .The following documents are required for the procedures.

## LEASE

### i. Grant of Lease

1. CBC Form as per Schedule V (Cost: RS.200/\_).
2. Copy of CNIC\*.
3. Undertaking on a NO judicial Stamp Paper (Cost: 50 / -0\*^).
4. Indemnity Bond on the Non Judicial Stamp Paper. (Cost: Rs. 100/-)\*^.
5. Copy of paid Cantonment Board Clifton dues (current).
6. Suitable Site plan of the Occupied Land.

\*duly attested by the Notary Public. \*format available with the form.

### ii. Renewal of Lease

1. Application to CEO, CBC
2. Three (3) Photographs of the Applicant (Lessee/ Transferor and Transferee/Seller and Purchaser).
3. Copy of CNIC Applicant (Lessee/ Transferor and Transferee /Seller and Purchaser)\*.
4. Copy of Original Lease Deed\*.
5. Copy of Registered Documents (Sales / Conveyance/Gift Deed\*.
6. Copy of Mutation Letter (if any).
7. Copy of Approved /Completion Building Plan issued by CBC.
8. Copy of Paid Cantonment dues (current).
9. Undertaking on Judicial Stamp Paper (Cost: Rs. 50/-)\*^.

\*duly attested by the Notary Public.

^formant available with the form.

# MUTATION

Mutation is processed through two types of documents by the Land Branch. First, Registered Documents i.e. Sales /Gift /Relinquishment / Conveyance / Surrender Deed registered with the Sub / Registrar. Second, is done by way of Inheritance a Letter of Administration is to be submitted which is issued by the High Court or the District south Court. The following are the documents required for processing Mutation.

## Registered Documents

1. CBC Form "G", duly filled with signatures (Cost: 200/-).
2. Copy of CNIC of Transferor and TRANSFEREE\*.
3. Copy of the Registered Document (s)\*.
4. Copy of Lease or Renewed Lease\*.
5. Undertaking on Non-Judicial Stamp Paper (Cost: Rs. 50/-)\*^.
6. In case of Special / General Power of Attorney, certified copy by the Sub/Registrar or Pakistan embassy if abroad.
7. Copy of CBC paid dues (current).

\*dully attested by the Notary Public.

\*format available with the form.

## By Inheritance

1. CBC Form "G" , dully filled with signature (Cost:200/-).
2. Copy of CNIC of the Deceased and the Legal Heirs\*.
3. Letter of Administration (Original).
4. Copy of Lease Deed or Renewal Deed\*.
5. Copy of the NADRA Death Certificate of the Deceased\*.
6. Copy of Approved/Completion Plan/letter of CBC.
7. Copy of paid Cantonment Dues (current).
8. Undertaking on Non-Judicial Stamp Paper (Cost: Rs. 50/-)\*^.
9. Public Notice in Newspaper inviting objections (if any) to the mutation.

\*dully attested by the Notary Public. \*format available with the form.

## SUB DIVISION OF PROPERTIES

Land Branch processes Sub-Division, as per the rules and regulations, for the properties located in the Bazaar Area. The following are the documents that need to be submitted at the office:

1. Joint Application to CEO, CBC /from both parties.
2. Copy of CNIC\*.
3. Copy of Lease / Renewed Lease\*.
4. Copy of Registered Documents\* (if any).
5. Undertaking on Non- Judicial Stamp Paper (Cost: Rs. 50/-)\*^.
6. Site Plan of the Property.
7. Site Plan of the Proposed Sub-Division duly sign by both parties.
8. Copy of paid Cantonment Dues (current).

\*duly attested by the Notary Public.

^format available with the form.

## APPROVAL OF BUILDING PLANS

The Land Branch initiates the approval of the buildings to be constructed in the bazaar Area. The building plans are forwarded to the Building Control section of the department for scrutiny and clearance. The building site is surveyed to confirm that no illegal structure exists or change of purpose is at the site. The plan should be in accordance with CBC bye-laws and technically sound. After the survey and report of the building section, the documents are forwarded to the Building Committees and the Boards approval. In case of approval payment of CBC Dues has to be made by the applicant / owner, before issuance of the approval letter. The documents required are:

1. CBC form A and B (Cost: 500/-)...
2. Copy of CNIC\*
3. Copy of Lease or Renewed Lease\*.
4. Copy of Registered Document(s)\*.
5. Copy of site plan.
6. Copy of the proposed Building Plan.

7. Undertaking on a Non-judicial stamp paper (Cost: Rs. 50/-)\*^.
8. Indemnity Bond on the Non-judicial stamp paper (Cost: Rs. 100/-)\*^.

\*duly attested by the Notary Public. \*format available with the form.

## **CHANGE OF PURPOSE**

Land branch at CBC processes cases of purpose of properties in bazaar areas on case to case bases.

Information regarding the procedure may be sought at the counter in the facilitation center CBC.

## **GLR EXTRACT**

GLR Extracts for properties within CBC Bazaar Areas are available in the Land Branch, CBC. These can be obtained after submission of following documents;

1. Application to the CEO.
2. Certified Copy of lease Deed / Renewal of Lease.
3. Copy of CNIC.
4. Copy of Approved Building Plan (if applicable).
5. Completion Plan / Certificate (if applicable).

## **NO OBJECTION CERTIFICATES**

The Land Branch issues NOC for Mortgage, Sale and Gift of the property after submission of the following documents:

1. Application to CEO, CBC.
2. Copy of lease / Renewed Lease Deed\*.
3. Copy of CNIC \* of owner /Lessee.
4. Copy of Registered Document(s)\*.
5. Copy of the Approved Building Plan / Completion Letter of CBC.
6. Copy of paid CBC dues (current).

\*duly attested by the Notary Public.

## **Be Aware..... Attention**

Selling and Purchasing of illegally constructed properties in CBC Bazaar Areas is a crime. These properties are non-transferrable and the Lease is non-renewable (if any). Protect yourself and your generations from the treachery of the building mafia.

**Say No to illegally Constructed Building(s),**

**No to Buying!**

Guard yourself, your generations and the city.