

## REVENUE BRANCH

Revenue branch at CBC endeavor to work collect (taxation) revenues as mandated in the Act of 1924, cantonments Law . It performs various functions:

1. U/S 73 Taxation of Transfer of Immovable Property
2. U/S 66 Assessment of properties.
3. U/S 210 Issuance of trade license.
4. U/S 76 Remission on vacant Properties.
5. Exemption on house tax for retired and in service Govt. Servants and their Windows, under federal notification.
6. Exemption U/S 100.
7. Issuance of NDC.
8. Tax Reports.
9. Permission for Generator Sets.
10. Permission for shop Signboards
11. Permission for Hoarding.

### Transfer of property

The documents and procedure for taxation on transfer of property is as follow:

1. Application to CEO.
2. Mutation letter duly issued by MEO
3. Attested copy of CNIC's of seller (S) And purchaser (s)
4. Attested copy of sale / conveyance Deed / Transfer instrument (in case of fresh purchaser).
5. DHA transfer / ownership letter (fresh)
6. Copy of paid tax bill for the current financial year.
7. Copy of N.D.C
8. Copy of rent agreement (if any)
9. Copy of License(s) in case of commercial property.

TENTATIVE TIME LINE

07 Days (for Chillan Issue)

## REMISSION OF HOUSE TAX

U/S 76 OF CANTT. ACT. 1924

The document and procedure for remission of house tax is as follow:

1. Application to CEO
2. Copy of CNIC
3. Copy of paid utility bills.

TENTATIVE TIME LINE (Board Approval)

### **Note:**

The remission under this selection shall only be allowed by the board on building / flat shops etc. those which remain vacant and unproductive of rent for 60 days or more Consecutive days provided that such remission is applicable for current financial year only. The applicability of this remission shall be from the date of giving notice of vacation to this Cantonment Board up to the end fiscal year or re occupation whichever is earlier

## TRADE LICENCE

The document and procedure for trade license is as follow:

1. Ownership documents of the property.
2. Application on prescribe form.
3. Copy of paid Chillan of house Tax, Conservancy Tax and water (charges current)
4. Attested copies of Rent Agreement (if any)
5. Vaccination Certificate of employees, duly issued by the MS/SMO Cantt. General Hospital / Dispensary.
6. NOCs of others concerned department (if required).

TENTATIVE TIME LINE (10 DAYS)

## GENERATOR PERMISSION

The document and procedure for generator permission is as follow:

1. Certificate copy of lease Deed / sales deed / Rent Agreement / Lease Agreement (if any)
2. Copy of NOC by CBC (previous year).
3. Copy of payment on account of generator permission free (if any)
4. Fitness and KVA certificate. Duly issued by the office of the electric Inspector Govt. of Sindh Karachi Region-I for current year.
5. Copy of CBC dues paid for the current financial year.

TENTATIVE TIME LINE (07 DAYS)

## SHOP SIGNBOARD

The documents and procedure for shop Signboard is as follow:

1. Application to CEO.
2. Copy of CNIC.
3. Tenancy agreement (if any)
4. Details of shop Signboard.
5. Copy of CBC dues paid for the current financial year.

TENTATIVE TIME LINE (BOARD Approval)

## HOARDING

The document and procedure for Hoarding is as Follow:

1. Submission of Registration form (cost: RS. 500/-).
2. A pay Order in the name of CEO, CBC (cast: RS. 50,000/-).
3. Undertaking on Non- judicial Stamp Paper , duly attested by Notary Public (Cost: RS 100/-)
4. Four (4) copies of CNIC
5. Two (2) copies of NTN certificate.
6. Company profile (if any)
7. Annual Renewal Fee is RS. 25,000/-

## NO DEMAND

### CERTIFICATE (SEPARATELY)

The document and procedure for NDC is as follow:

1. Application fro, Owner of the Property.
2. Copy of CNIC
3. Copy paid bill.
4. Undertaking on prescribe form.
5. Attested copy of Sale Deed / Conveyance Deed / Transfer instrument (in case of fresh purchaser).
6. DHA Transfer / Ownership letter (fresh).
7. Copy of Completion Plan / letter of CBC.
8. Copy of Rent Agreement (if any).
9. Copy of License(s) (in case of commercial Property).

## EXEMPTION

Exemption on House tax is available for properties within CBC limits .The following are the criteria's:

### 100% EXEMPTION (WINDOW OF GOVT. SERVANTS)

1. Exemption form duly attested.
2. Copy of CNIC / copy of spouse CNIC.
3. Copy first and last page of Pension Book.
4. Copy of Bank Certificate showing Pension Drawn.
5. Copy of Death Certificate of spouse , duly attested
6. Affidavit stating therein that she has not RE-married.

TENTATIVE TIME LINE (07 working Days)

#### **Note:**

*House tax exemption for window shall be processed only for cases in which the said property stands in the name of the applicant (widow) in the record of CBC.*

## **100% EXEMPTION (GOVT. SERVANTS)**

1. Exemption form duly attested.
2. Copy of CNIC / Copy of Spouse CNIC.
3. Copy of first and last pages of Pension Book.
4. Copy of bank certificate showing Pension drawn.

TENTATIVE TIME LINE (03 working Days)

Note:

Affidavit on non-judicial stamp paper duly attested by a Magistrate of competent Jurisdiction is also required from those who shall claim 60% & 100% exemption in respect of the house tax for more than one year, retrospectively, vide SRO no. 156(1)/2004 dated 13-03-2004.

## **100% EXEMPTION (GOVT. SERVANTS)**

1. Application in the name of CEO.
2. Application duly attested by member cantonment board Clifton.
3. Copy of CNIC.
4. Certificate of Zakat recipient.

TENTATIVE TIME LINE (BOARD Approval)

**Note:**

*The exemption of under this section shall be allowed by the board only for the financial year.*

