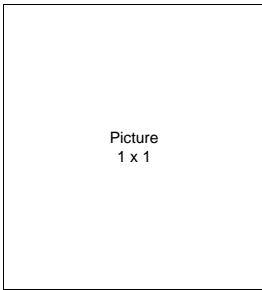




# PHA FOUNDATION

MINISTRY OF HOUSING & WORKS  
GOVERNMENT OF PAKISTAN



## APPLICATION FORM (Shops) Block-A&B (POR)

MEMBERSHIP NO. (For Official Use Only)

- a) Please use capital letters.
- b) Please tick (✓) the relevant box where necessary.
- c) No cutting / overwriting or ambiguous entries are acceptable.

1 Name of Applicant Mr. / Miss / Mrs.

2 Father's / Husband's Name Mr.

3 CNIC No.  -  -  (Attested copy to be attached)

4 Date of Birth  -  -

5	Shop No	Floor	Block No.	Type	Site	POR, Kuri, Islamabad
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6 Telephone No. (a) Office  (b) Residence

(c) Mobile

7 Present Address:

8 Permanent Address

9	Please indicate mailing address	Present Address	Permanent Address
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Paste Copy of CNIC (Front Side)

Paste Copy of CNIC (Back Side)

10 Name of the Contactee

Relationship with the Contactee

Nominee's Father's/Husband's Name

(if other than wife/children)

His/Her CNIC No.  (Attested copy to be attached)

His/Her Contact No.  His/Her Postal Address:

11 I certify that the particulars mentioned above are correct and that I have carefully read and understood all the " Terms and Conditions " as mentioned overleaf and the **Application/Transfer Procedure** and hereby undertake to abide by them as will be amended from time to time by PHA Foundation.

Thumb Impression

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**TERMS & CONDITIONS FOR SHOPS AT PHAF OFFICERS RESIDENCIA PROJECT ISLAMABAD**

1. **ELIGIBILITY CRITERIA**  
1.1. The members of GP, FG, Govt of Gilgit etc are eligible.
2. **INELIGIBILITY CRITERIA FOR OFFICERS/OFFICIALS**  
2.1. Members other than the categories mentioned in "eligibility criteria".
3. **CANCELLATION OF SHOPS**  
3.1. Shop shall be cancelled in case the successful applicant after balloting does not deposit the 40 % down-payment of shop's price within specific time given in offer letter.  
3.2. The allottee at any stage can opt for cancellation of his/her allotment subject to deduction of cancellation charges as per approved policy.  
3.3. Shop shall be cancelled in case of non-payment of 02 consecutive installments.  
3.4. Cancellation notices will be issued after the default of three quarterly installments and after the issuance of third notice, allotment will be cancelled if the allottee fails to deposit the requisite amount within the given date of the third and final notice.  
3.5. Cancellation notices will include notice through letter on the present as well as permanent address provided by the applicant. It shall be the responsibility of the allottee to inform PHA Foundation in writing if his/ her postal address or contact number changes, failing which PHA Foundation will not be held responsible for non-communication of any kind.  
3.6. PHA Foundation shall have the right to either retain or dispose off the cancelled shop, as per policy.  
3.7. If any information regarding service is proved wrong at any stage after allotment, PHA Foundation reserves the right to cancel the shop and the amount deposited against the shop shall be forfeited.  
3.8. In case of cancellation due to non-payment of installments the deposited amount shall be refunded after deduction of cancellation charges (at the rate approved by the BoD) and the remaining amount will only be refunded when the cancelled shop is auctioned/sold in open market.  
3.9. Shop shall stand cancelled in case of any violation of PHA community by-laws.  
3.10. Shop shall stand cancelled if the allottee fails to collect the Possession Certificate within 01 year of offer. Three notices will be issued and in case of failure to comply, the shop will be cancelled.  
3.11. Any alteration/ modification in the internal/external design of the shop without prior permission of PHA-F/ CDA is strictly not allowed and is illegal. Any additional construction/modification to the construction and property rights are restricted to entrance door of the shop. The shop shall stand cancelled in case of any construction/alteration/modification in the shop /site.
4. **COST OF SHOP**  
4.1. The tentative costs are subject to variations on account of escalation in prices and unforeseen circumstances. The cost of shop, if increased due to the factors or due to any reason PHA Foundation shall finally determine and same will be charged from the allottees on the basis of actual expenditures incurred on completion of the shops which will be communicated to the allottees in due course.  
4.2. The allottees shall be required to bear, if in case required in future, the increase in expenses on account of consultancy charges and any unforeseen expenses, contingent on the execution of the scheme in the form of taxes, overheads etc., including the expenditure on account of the establishment / service charges of PHA Foundation as may finally be determined and shall be approved by the PHA Foundation.  
4.3. The one time or recurring charges / expenditures on account of individual external water, electric and gas connections and other services shall have to be borne by the allottees themselves.  
4.4. Statutory taxes/duties as per law of the land shall be applicable.  
4.5. Possession Charges at the time of handing over physical possession will be charged @Rs.100 per Sft.
5. **PAYMENT SCHEDULE**  
5.1. 40% amount will be deposited as down-payment with application form / after the balloting of the shops along with non-refundable enlistment / processing fee of Rs.15,000/-.  
5.2. The successful applicant will have to deposit down-payment within given date of issuance of offer letter. In case the successful applicant after balloting does not deposit the requisite down-payment within the given time, the allotment shall stand cancelled.  
5.3. Remaining 60% amount of shop price will be payable in 06 equal quarterly installments.  
5.4. The allottees are bound to pay all other charges, including unprecedented escalation, bank charges, stamp duties, reserve fund, statutory levies, taxes, etc.  
5.5. The payment schedule, indicating the date and amount, by which the payment is required to be made, is communicated in the offer letter. If the allottee fails to deposit installment amount within 10 days of every quarter as mentioned in the payment schedule then Delayed Payment Charges @ 1% of the installment amount will be imposed per day.  
5.6. Requisite down-payment along with the duly filled application form will be submitted in PHA Foundation head office by the member being successful in balloting.  
5.7. Installments shall be directly paid in favor of PHA Foundation in the shape of Demand draft / Pay Order having particular of allottees and their shops on backside of Demand Draft/Pay order.  
5.8. No direct cash payments in PHAF office will be accepted.  
5.9. No call up notices / reminders will be issued to allottees for payment of installments; hence allottees are requested to adhere to the installments payment schedule.
6. **IMPORTANT GUIDELINES FOR ALLOTTEES**  
6.1. All open areas within the project premises including rooftop of blocks shall remain the property of PHA Foundation at all times and the authority (or its authorized entity) reserves the right to utilize them in whichever way they deem fit. Right of the allottee is restricted to the shop's premises.  
6.2. No allottee shall have the right to make alteration / construction within or outside his / her shop including parking sheds or projections etc.  
6.3. From the day of PHA Foundation's formal offer for possession to all its allottees, minor defects of the shops shall be repaired free of cost by PHA Foundation through its contractor for only a period of one year. This period shall not be extended to those allottees who do not take possession after PHA Foundation's offer for taking over possession. Day to day routine maintenance, cleanliness, watch & ward and water management etc. will be the responsibility of the allottees.  
6.4. If an allottee does not take possession within the stipulated period of offer, PHA Foundation will not be liable for any loss, theft, illegal possession and maintenance whatsoever. For every delayed month a fine of Rs.10,000/- will be charged.  
6.5. Shops shall only be used for business purposes and in no case, whatsoever can be used for any other purposes.  
6.6. The respective allottees or occupants shall abide by the existing by-laws / rules / terms and conditions of the concerned local authorities and PHA Foundation.  
6.7. Delayed payment charges are levied @ 2 % per month for late payment of installment (for exact No. of days). Waiver of delayed payment charges is not permissible; hence allottees are advised not to apply for waiver of delayed charges.  
6.8. Payment schedule will be issued at the time of offer letter. Allottees will have to strictly adhere to the payment schedule. No separate call up notices shall be issued to allottees for payment of routine installments.  
6.9. No bank profit will be paid for early payment of installments  
6.10. No bank profit / rent will be paid if the project is delayed due to any reason.  
6.11. No bank profit / markup is payable to allottee in case of withdrawal of the scheme due to any reason.  
6.12. All the correspondence will be made on the mailing address of the applicant mentioned in the application form. Allottees are requested to intimate PHA Foundation regarding the change of address, failing which PHA Foundation will not be held responsible for non-communication of any kind.  
6.13. PHA Foundation shall send the letters to the parent department of the applicants regarding verification of the service status which is provided by the applicant. However till the verification letter is received from the department, Provisional allotment letter will not be issued.  
6.14. In case of disaster due to any natural calamity or any other reason, PHA Foundation shall not be responsible to make the losses good.  
6.15. In case the project is closed due to any reason whatsoever, the allottees shall be entitled for refund of deposited amount against the shop price without any profit / markup.  
6.16. The information about contactee as provided in the application form is only to contact allottee, in case of no response from address provided by the allottee.  
6.17. Formal allotment letter shall be issued on clearance of all the dues on request of the allottee.  
6.18. Decision of PHA-F shall be final in case of dispute /contradiction or where interpretation/ of clause etc. would be needed.

**THUMB IMPRESSION OF APPLICANT**

Signatures of Applicant with Date \_\_\_\_\_

 Fax: 051-9201230  
 Phone: 051-9205983

2. Phone: 051-9201543