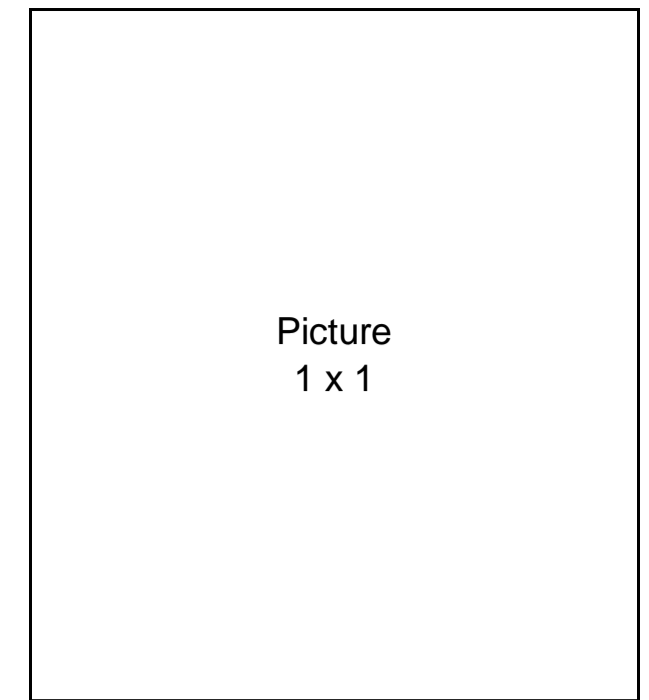




PHA FOUNDATION

MINISTRY OF HOUSING
GOVERNMENT OF PAKISTAN



APPLICATION FORM (FEDERAL GOVERNMENT EMPLOYEES BPS 1-16)

MEMBERSHIP NO. (For Official Use Only)

403-_____

- 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	Apartment No.	Floor	Block No.	Type:	"E"	Site:	I-16/3, Islamabad
---	---------------	-------	-----------	-------	-----	-------	-------------------

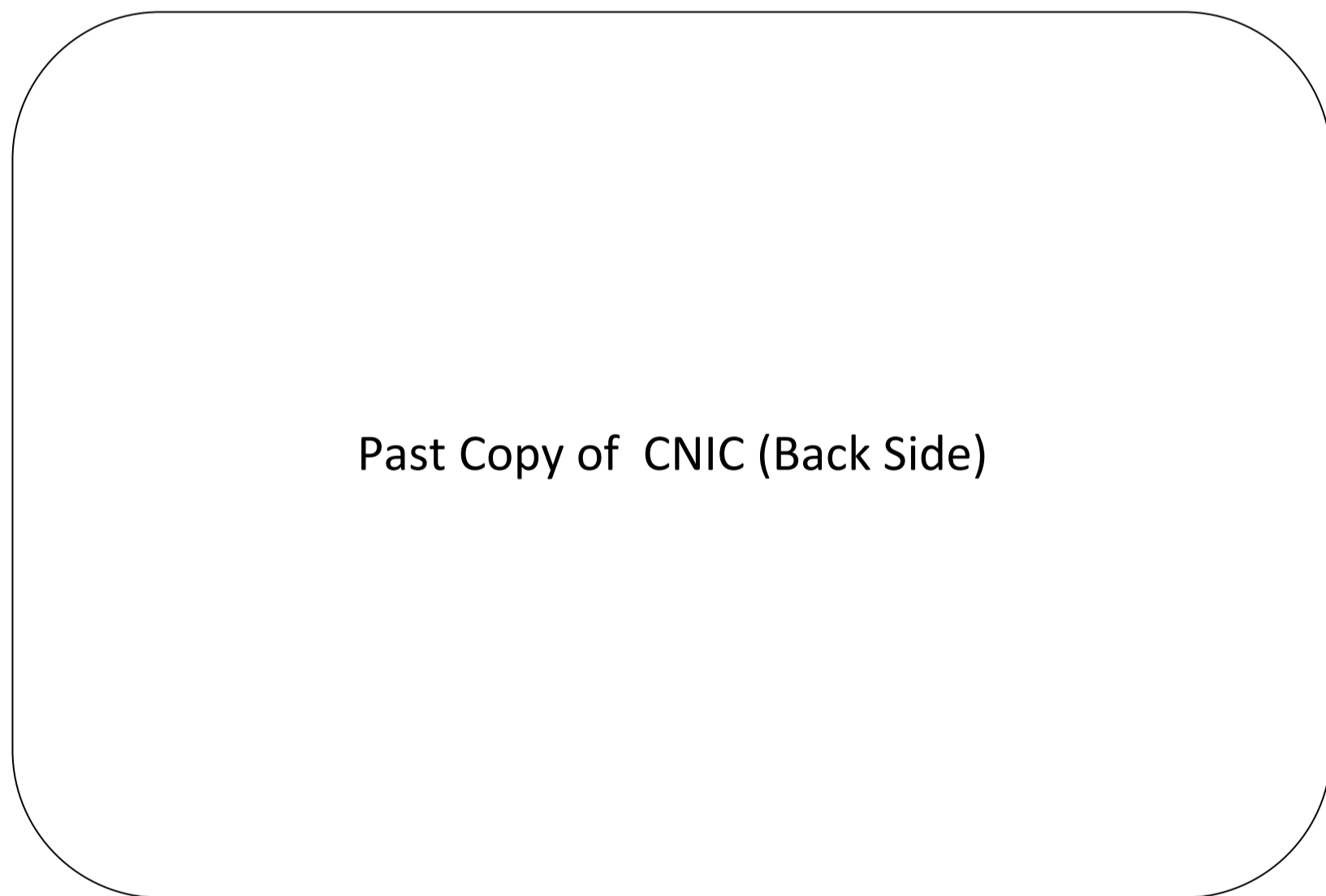
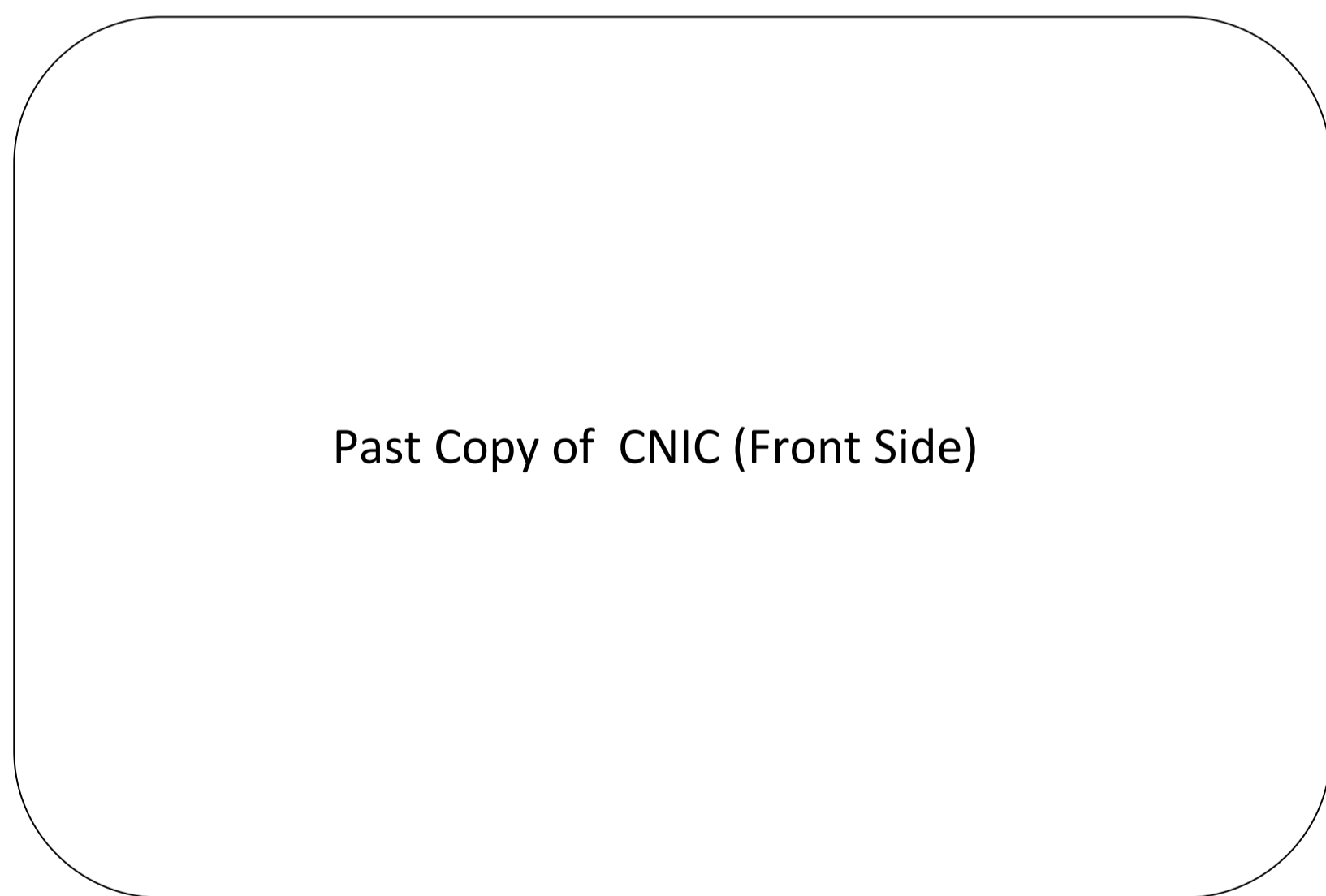
6 Telephone No. (a) Office (b) Residence

(c) Mobile

7 Postal Address:

8 Permanent Address

9	Please indicate mailing address	Permanent Address	Postal Address
---	---------------------------------	-------------------	----------------



10 Name of the Nominee

Relationship with the Nominee

Nominee's Father's/Husband's Name (if other than wife/children)

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

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 _____

1. **ELIGIBILITY CRITERIA FOR FG OFFICERS/OFFICIALS**
 - 1.1. All Civilian Federal Government Officers/officials, cadre and ex-Cadre Officers/officials are eligible.
 - 1.2. Only those Federal Government & ex-Cadre Officers/officials are eligible for allotment in I-16/3 project who have renewed their membership with PHA Foundation.
 - 1.3. Regular BPS shall be considered as on the cutoff date / date of balloting for the allotment of apartment.
 - 1.4. The eligible Officers/officials will be offered apartment after balloting. This offer will also stand valid to the legal heirs of the successful applicant in case of his / her death.
 - 1.5. An officer/official will be entitled to only one apartment from PHAF.
2. **INELIGIBILITY CRITERIA FOR OFFICERS/OFFICIALS**
 - 2.1. The pay scale of selection grade, acting charge, adhoc, contract appointment is ineligible.
 - 2.2. The Officers/officials who have been dismissed from the Government service on disciplinary grounds are ineligible.
 - 2.3. Resignation or retirement of Officers/officials without terminal benefits makes them ineligible for allotment.
 - 2.4. Federal Government Officers/officials who have been allotted any apartment under PM's scheme as Federal Government officer by PHA Foundation anywhere in Pakistan, whether retained or disposed off, shall be ineligible.
 - 2.5. Contract, adhoc or contingent pay scale / staff employees shall be ineligible.
 - 2.6. Officers/officials who have not renewed their membership are ineligible.
3. **ALLOTMENT OF APARTMENTS**
 - 3.1. Names of officials of BPS 11-16, officers of BPS 17-19 who are eligible for the relevant category of apartment shall be included in balloting automatically. Apartments shall be offered to members who stand successful in balloting.
 - 3.2. Names of successful members shall be displayed on PHA Foundation's website and offer letters shall be issued to them.
 - 3.3. Members successful in balloting shall have the option to retain the apartment subject to requisite down-payment.
 - 3.4. In case a successful member decides not to accept the offer in that particular scheme, he shall intimate the same to PHA Foundation through written request within 10 days from the date of balloting.
4. **CANCELLATION OF APARTMENTS**
 - 4.1. Apartment shall be cancelled in case the successful applicant after balloting does not deposit the 15 % down-payment of apartment's price within specific time given in offer letter.
 - 4.2. The allottee at any stage can opt for cancellation of his/her allotment subject to deduction of cancellation charges
 - 4.3. Apartment shall be cancelled in case of non-payment of 3 consecutive installments.
 - 4.4. 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.
 - 4.5. Cancellation notices will include notice through letter on the address provided by the applicant. It shall be the responsibility of the allottee to inform PHA Foundation in case his/ her postal address changes, failing which PHA Foundation will not be held responsible for non-communication of any kind.
 - 4.6. PHA Foundation shall have the right to either retain or dispose of the cancelled apartment, as per policy.
 - 4.7. If any personal information regarding service is proved wrong at any stage after allotment, PHA Foundation reserves the right to cancel the apartment and the amount deposited against the apartment shall be forfeited.
 - 4.8. In case of cancellation due to non-payment of installments the deposited amount shall be refunded after deduction of 10% deposited amount and the amount will only be refunded when the cancelled apartment is auctioned in open market.
 - 4.9. Apartment shall stand cancelled in case of any violation of PHA community by-laws.
 - 4.10. Apartment shall stand cancelled in case an allottee does not take possession of the apartment up to six months of formal offer of the apartment by PHAF. Three notices will be issued and in case of failure to comply, the apartment will be cancelled.
 - 4.11. Any alteration/ modification in the internal/external design of the apartment without prior permission of CDA/ PHA-F is strictly not allowed and is illegal. Any additional construction/modification to the construction and property rights are restricted to entrance door of the apartment. The apartment shall stand cancelled in case of any construction/alteration/modification in the apartment /site.
5. **COST OF APARTMENT**
 - 5.1. The tentative costs are subject to variations on account of escalation in prices and unforeseen circumstances. The cost of apartment, if increased due to the factors due to any reason of PHA Foundation, shall be finally determined and charged from the allottees on the basis of actual expenditures incurred on completion of the apartments which will be communicated to the allottees in due course. Actual escalation as per statistical bulletin shall be charged/ recovered either during execution/currency of the project or at the time of handing over of possession as the Authority may decide.
 - 5.2. 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 Authority.
 - 5.3. 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.
 - 5.4. Statutory taxes/duties as per law of the land shall be applicable.
6. **PAYMENT SCHEDULE**
 - 6.1. 15% amount will be deposited as down- payment with application form / after the balloting of the apartments along with non-refundable enlistment / processing fee of Rs.15,000/-.
 - 6.2. 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.
 - 6.3. Remaining 85% amount of apartment price will be payable in 10 equal quarterly installments.
 - 6.4. Rebate of 2.5% shall be allowed in case the successful applicant after balloting deposits 50% downpayment and 5% in case of payment upto 100% of apartment price.
 - 6.5. The allottees are bound to pay all other charges, including unprecedented escalation, bank charges, stamp duties, reserve fund, statutory levies, taxes, etc.
 - 6.6. The payment schedule, indicating the date and amount, by which the payment is required to be made, will be communicated in the offer letter. Any deviation from the payment schedule will be liable to Delay Payment Charges @ 1% of the installment amount or cancellation of apartment whichever is applicable as prescribed in the procedure.
 - 6.7. 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.
 - 6.8. Installments shall be directly paid in favor of PHA Foundation in the shape of Demand draft / Pay Order having particular of allottees and their apartments on Demand Draft/Pay order.
 - 6.9. No direct cash payments in Foundation office will be accepted.
 - 6.10. 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.
7. **IMPORTANT GUIDELINES FOR ALLOTTEES**
 - 7.1. 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 apartment's premises.
 - 7.2. No allottee shall have the right to make alteration / construction within or outside his / her apartment including parking sheds or projections etc.
 - 7.3. From the day of PHA Foundation's formal offer for possession to all its allottees, minor defects of the apartments 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.
 - 7.4. 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. This delay in taking possession may lead to cancellation of allotment.
 - 7.5. Apartments shall only be used for residential purposes and in no case, whatsoever can be used for any other purposes.
 - 7.6. The respective allottees or occupants shall abide by the existing by-laws / rules / terms and conditions of the concerned local authorities and PHA Foundation.
 - 7.7. Delayed payment charges are levied @ 1 % 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.
 - 7.8. Payment schedule will be issued after balloting. 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.
 - 7.9. No bank profit will be paid for early payment of installments
 - 7.10. No bank profit / rent will be paid if the project is delayed due to any reason.
 - 7.11. No bank profit / markup is payable to allottee in case of withdrawal of the scheme due to any reason.
 - 7.12. All the correspondence will be made on the mailing address of the applicant mentioned in the application form. Allottees are requested to intimate to PHA Foundation regarding the change of address, failing which PHA Foundation will not be held responsible for non-communication of any kind.
 - 7.13. 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.
 - 7.14. In case of disaster due to any natural calamity or any other reason, PHA Foundation shall not be responsible to make the losses good.
 - 7.15. In case the project is closed due to any reason whatsoever, the allottees shall be entitled for refund of deposited amount against the apartment price without any profit / markup.
 - 7.16. The information about nominee as provided in the application form is only to contact allottee, in case of no response from address provided by the allottee.
 - 7.17. Formal allotment letter shall be issued on clearance of all the dues on request of the allottee.
 - 7.18. Decision of PHA-F shall be final in case of dispute /contradiction or where interpretation/ of clause etc. would be need.

THUMB IMPRESSION

Fax: 051-9201230
Phone: 051-9211133

Signatures with Date _____

(ONLY FOR GOVERNMENT EMPLOYEES)

Application No. _____

AFFIDAVIT

1. _____ son/daughter/wife \ _____

Resident of _____ do hereby solemnly affirms and declare:

1) That I was never Allotted a residential Plot / House / Apartment anywhere in Pakistan by PHA Foundation.

2) The contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed or mis declared. In case the contents of this Affidavit, on verification from record or otherwise, are found to be incorrect, the allotment made in my favour shall stand cancelled instantly and the amount deposited shall be refunded after recovery of penalty @ 10% of the deposited amount by PHA Foundation, besides, disqualifying /black listing me from participation in this or such similar Federal Government housing schemes. This action shall be without prejudice to any other legal action that the PHA Foundation may like to take.

Witnesses:

Deponent:

1. _____

2. _____

NIC _____

Note:

This Affidavit is required from those applicants only who do not own any plot/house/apartment anywhere in Pakistan having been allotted by PHA-F on the stamp paper of Rs.100/- duly attested by Magistrate First Class OR Oath Commissioner.

(ONLY FOR GOVERNMENT EMPLOYEES)

UNDERTAKING FROM THE NOMINEE

1, Mr. /Miss./Mrs. _____

Son / Daughter /wife of Mr. _____

National Identify Card No. _____

I have been nominated by: Mr./ Mrs. / Miss _____

As his/her nominee. In respect of the apartment to be allotted to him/her. In this regard I undertake to bear all his/her liabilities in respect of apartment to be allotted to him/her by PHA Foundation in the event of his/her death without prejudice to the rights of the legal heirs under the relevant law.

Attested by the applicant.

Signature of the nominee with
Name and postal address)

Note:

- a) This undertaking is required to be given on a stamp paper of Rs. 100/- duly attested by First Class Magistrate OR Oath Commissioner.
- b) Nominee can be one of the among Parents, Husband/Wife, Son or Daughter on any other

(ONLY FOR GOVERNMENT EMPLOYEES)

No. _____

Application No. _____

(On Letter Head of the Ministry/Division/Department/Organization)

PHA Foundation
Ministry of Housing & Works
Ground Floor Shaheed-e-Millat Secretariat
Islamabad.

Date: _____

Certified that Mr. Miss/ Mrs. _____

Son/Daughter /Wife of Mr. _____

Whose date of birth is _____, is employed as _____

in BPS _____ on regular basis (other than Selection Grade/ Moreover, Acting charge, Adhoc and deputation basis) in this office since _____. He/she was initially appointed in BPS _____

w.e.f _____ and has _____ years _____ month _____ days of continuous service at his/her credit as on 20-10-2015. His /her date of attaining the age of superannuation, i.e., 60 years (to be written both in figures and words) is _____ as per declaration of assets he /she was allotted or he/she was not allotted residential plot/house or apartment by PHA Foundation, anywhere in Pakistan.

That the officer / official has never been awarded a major penalty on any disciplinary grounds, except the penalty awarded was set aside by the higher forum.

(Signature with date and official stamp
Of the Head of Deptt. Or an Authorized Officer
not less than BPS-18 Officer)