

**DOCUMENTS REQUIRED FOR TRANSFER OF PLOT / PROPERTY IN THE NAME OF  
COMPANY / TRUST / FIRM**

1. Companies / Welfare Trust / Firms registered under the Companies Ordinance / Trust Act or under the partnership Act through its authorized Director / Trustee / Partner can purchase / sale properties subject to fulfillment of following requirements:-
  - a. Covering Letter from Company Secretary / CEO duly signed with company stamp.
  - b. Latest Memorandum of Association / Article of Association duly attested by SECP and Trust Deed / Partnership Deed attested by Registrar.
  - c. Board Resolution on original letter head of the Company / Trust / Firm passed by the Board of Directors / Trustee / Partner (duly signed by CEO, 2 x Directors and Company Secretary along with attested copies of CNICs) regarding authorization of Director / Trustee / Partner for Sale / Purchase of the property along with specific details of property.
  - d. Latest Form 29-A of Companies Ordinance attested by (Security Exchange Commission of Pakistan (SECP)).
  - e. Letter of incorporation / Registration Certificate / Partnership Deed / Trust Deed.
  - f. Application Form for Registration attested by company's secretary (available at Finance Counter for Rs.1,500/-).
  - g. Registration Fee (Rs.350,000/-)
  - h. For sale of plot, publication in 2 x National Newspapers (1 x English and 1 x Urdu) be done (if applicable).
2. **Purchase / Lease of Land by Foreign Companies.** According to latest instruction issued by Government of Pakistan Ministry of Interior Islamabad dated 9<sup>th</sup> September 1984:-

**“No foreigner shall directly or indirectly, acquire land or any interest in the land or landed property in Pakistan except with the previous permission in writing of the Federal Government or of the Provincial Government and in accordance with the conditions subject to which the permission is granted.”**