

CANTONMENT BOARD CLIFTON LAND BRANCH

Renewal of lease

- (i) Application to the Cantonment Executive Officer for the Renewal of lease.
- (ii) Copy of original lease deed (Duly attested by notary public).
- (iii) Copy of registered documents sale deed / gift deed or any other registered documents & mutation letter if required (Duly attested by notary public).
- (iv) Copy of CNIC (Duly attested by notary public).
- (v) Copy of approved building plan.
- (vi) Cantt dues upto date.
- (vii) Three photograph of lessee.
- (viii) Undertaking on Rs. 20/- non-judicial stamp paper (Duly attested by notary public).

Mutation by way Registered Documents

- (i) Application address to the CEO, U/S 73 of Cantt Act, 1924 (II of 1924) with full address and telephone No.
- (ii) Copy of registered documents i.e sale deed / gift deed / relinquishment deed / surrender deed & any other documents registered by the Sub-Registrar / Registrar (Duly attested by notary public).
- (iii) Copy of lease deed & renewal of lease (Duly attested by notary public).
- (iv) Copy of CNIC of both transferor's and transferee (Duly attested by notary public).
- (v) Cantt dues upto date.
- (vi) Certified copy of death certificate of the deceased (Duly attested by notary public).
- (vii) Copy of approved building plan.
- (viii) In case of special / general power of attorney a certified copy of special / general dully attested by the Sub-Registrar or attested or attested by Pakistan Embassy if out side Pakistan.
- (ix) Undertaking on 20/- rupees non-judicial stamp paper (Duly attested by notary public).



Cantonment Board Clifton

Together let's keep Clifton Cantt. clean and green.

Mutation by way of Inheritance

- (i) Application address to CEO, U/S 73 of Cantt Act, 1924 (II of 1924) with full address and telephone No.
- (ii) Letter of Administration issued by Dist. Judge & High Court of the area.
- (iii) Copy of lease deed & renewal of lease (Duly attested by notary public).
- (iv) Copy of CNIC of deceased & legal heirs (Duly attested by notary public).
- (v) Cantt dues upto date.
- (vi) Copy of death certificate of the deceased (Duly attested by notary public).
- (vii) Copy of approved building plan.
- (viii) Public Notice in newspaper inviting objections.
- (ix) Undertaking on 20/- rupees non-judicial stamp paper duly attested by notary public.

NOCs to Mortgage / Sale / Gift etc.

- (i) Application to CEO.
- (ii) Certificate copy of lease deed and renewal of deed.
- (iii) Certificate copy of CNIC.
- (iv) Cantt dues upto date.
- (v) Completion plan/ certificate (if applicable).

Change of Purpose

- (i) Application to CEO.
- (ii) Certificate copy of lease deed and renewal of deed.
- (iii) Certificate copy of CNIC.
- (iv) Cantt dues upto date.
- (v) Completion plan/ certificate (if applicable).

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- (i) Application to the CEO.
- (ii) Certified copy of lease deed & renewal of lease.
- (iii) Certified copy of CNIC.
- (iv) Copy of approved building plan.
- (v) Completion plan/ certificate (if applicable)