**To,**

**The President,**

**Board of Management,**

**Multan Industrial Estate,**

**Multan.**

Ref.No # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_/\_\_\_\_\_\_/ 2023

**Subject: Application for Transfer of Lease Hold Rights.**

Dear Sir,

Pursuant to issuance of NOC for Sale of Lease Hold Rights in respect of Plot no. \_\_\_\_\_ Measuring \_\_\_\_\_\_\_ acres, situated in Multan Industrial Estate, Phase-I from this office in favor of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Whereas, sale deed/ transfer deed in respect of Transfer of sale lease hold rights from the name of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is hereby executed between the parties vide registered deed no. \_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_.

In the office of Sub Registrar, Multan and all the legal formalities in this behalf have been completed.

Now, in view of completion of formalities as per above, we hereby require transfer of Lease Hold Rights of Plot no. \_\_\_\_\_\_\_\_ in the name of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as per following composition/ structure:

Details of Sole Proprietors/ Partners/ Directors:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Full Name** | **Father/ Husband Name** | **CNIC** | **Address** |
| **01.** |  |  |  |  |
| **02.** |  |  |  |  |
| **03.** |  |  |  |  |
| **04.** |  |  |  |  |
| **05.** |  |  |  |  |

*Note: Attach separate sheet in case of number of incoming/ outgoing is more than above provided space.*

We hereby intend to conduct business/ trade of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ upon acquisition of the lease hold rights of said plot.

Following documents are enclosed herewith:

|  |  |  |
| --- | --- | --- |
| ***Sr.*** | ***Document*** | ***Status (Yes/No)*** |
| 01. | Copy of NOC for Sale of Lease Hold Rights issued by BOM-MIE |  |
| 02. | Certified Copy of Registered Sale Deed/ Transfer Deed executed between the parties. |  |
| 03. | No Objection/ Written Statement in favor of Transfer of Lease Hold Rights (By seller):1. ***If Partnership Firm:*** Affidavit duly executed by all the partners of the firm on stamp paper.
2. ***If Company:*** Certified Copy of Board Resolution.
3. ***If Sole Proprietor:*** Affidavit duly executed on stamp paper.
 |  |
| 04. | Entity Document (by Prospective buyer):1. ***If Partnership Firm:*** Certified Copy of Latest Partnership Deed, Form-C & D issued by Registrar of Firms.
2. ***If Company:*** Certified Copy of Certificate of Incorporation, MOA, AOA Form 29 issued by SECP.
3. ***If Sole Proprietor:*** Copy of CNIC
 |  |
| 05. | NTN Certificate |  |
| 06. | Specimen Signatures of executants/ authorized persons of buyer. |  |
| 07. | Proof of Payment of Prescribed Fee |  |

It is therefore, requested that requisite Transfer of Lease Hold Rights may be approved as per above mentioned details.

For & On Behalf of:

M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**S/o, D/o, W/o:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CNIC No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sign & Stamp**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_