



GRAND CITY

M A R D A N

Succession Policy

February 24, 2023

The following policies applies in case of death of client / file-holder / allottee:

Allotted Files:

1. The legal heirs of the deceased should notify the society management as soon as possible as to the death of the client / file-holder / allottee.
2. Allotted files are files for which all payments against the agreed upon payments schedule have been received and an allotment letter signifying handover of possession of the plot has been issued.
3. The legal heirs of the deceased (successors) will be determined as per relevant laws of the land.
4. Successors of the deceased are required to obtain the following Succession Documents:
 - a. Death Certificate from the relevant authority (NADRA, Union Council, or other).
 - b. Family Registration Certificate from NADRA.
 - c. A Succession Certificate from NADRA.
 - d. A Non-Encumbrance Certificate from the local administration (tehsildar).

5. If there are multiple successors, they must come to an agreement and each successor must agree to issue a special power of attorney to one person. This person will be authorized to deal on the group's behalf.
 - a. In case any of the successors is not in the country the power of attorney document mentioned above must be duly attested by the foreign office through their local Embassy of Pakistan.
 - b. Successors who are in the country will have to appear before an official registrar who will verify the authenticity of the power of attorney document before it is submitted to the town.
6. In case of disagreement between the successors, or any other issue, judgement must be obtained from a civil court before succession procedures can proceed.
7. The successors will be bound by the same rules of the housing society as the deceased including transfer NOC requirements, pending or future payments for surcharges, additional charges, monthly maintenance fees, etc.

Booking Files

1. Booking Files are files for which all payments against the agreed upon payments schedule have **NOT** been received and an allotment letter signifying handover of possession of the plot has **NOT** been issued.
2. The same procedure will be followed as for allotted files; however, any heirs will have 6 months from the time of death to present an official succession certificate and issue a mutually agreed special power of attorney to a representative, otherwise the file will be transferred to the next-of-kin identified on the booking form. Payments will be due against the file as per the agreed schedule regardless of the death.