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"GOVERNMENT OF BALOCHISTAN
LAW AND PARLIAMENTARY AFFAIRS

DEPARTMENT

| Dated Quetta, the 14th June, 2022

| NOTIFICATION

No. Legis:4-236/Law/2022//é6-/?S" In exercise of the powers conferred by section 13 of the Balochistan Letters of Administration and Succession Certificate Act, 2022 (Act I of 2022), the Government of Balochistan is pleased to make the following rules:

1, Short title and Commencement: - (1) These rules may be cited as the Balochistan Letters of Administration and Succession Certificates Rules, 2022.

(2) They shall come into force at once.

2. Definitions: - In these rules, unless there is anything repugnant in the subject or context: -

(a) "Act" means the Balochistan Letters of Administration and Succession Certificates Act, 2022;

(b) "applicant" means a person authorized to make an application under section 6 of the Act;

(c) "Authority" means the National Database and Registration Authority (NADRA);

(d) "property" includes movable and immovable property;
"rules" means the Balochistan Letters of Administration

(e)

Va and Succession Certificate Rules, 2022; and

() "Schedule" means the Schedule appended to the rules.

(2) The words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Act.

3. Application for the grant of Administration or Succession Certificate: - An application for the grant of Letter of Administration or Succession Certificate may be made by the applicant, or his/her legal counsel authorized by the legal heirs, at any notified office of the Authority, in the form set out in Schedule I, along with the following documents:

(a) death certificate of the deceased;

(b) list of the legal heirs and copies of their National Identity

Cards which may include a Computerized National Identity Card (CNIC), National Identity Card for Overseas Pakistanis (NICOP), Family Registration Certificate (FRC) or any such instrument issued by the Authority;

(ce) an authorization in the form set out in Schedule I by the legal heirs in favour of the applicant; and

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(d) documentary evidence of ownership of immovable and

www.ezqgnoon.com movable properties in respect of which the Letter of Administration or Succession Certificate is applied for;

Provided that in case of immovable property, the

applicant submits a certificate confirms the ownership issued by the relevant registry or department or office.

4. Summary enquiry: - (1) Upon receipt of an application, the Authority may require from the applicant, such evidence, documentary or otherwise, or may make such enquiries as it deems fit.

(2) In case of any controversy, the authority shall decline to process the application and inform the applicant accordingly.

5. Publication of notice: -(1) Where there is no controversy involved, a notice shall be published on the web portal of the Authority and in one English language and Urdu language daily newspaper of wide circulation for inviting objections from the general public.

(2) Where no objection or claim is received within fourteen days of the publication of notice, the Authority shall require the applicant and all legal heirs to appear in person, in any of its notified offices, for bio-metric verification.

(3) | Where bio-metric of a legal heir is not verified, the Authority may require the legal heirs to appear before it in person on a date fixed by the Authority or it may resort to any other modern device with a view to satisfy itself as to the identity of any legal heir.

(4) | Upon verification, if the Authority is satisfied, it may issue the Letter of Administration or Succession Certificate, as the case may be, in favour of the applicant and the legal heirs, in the forms prescribed under

Schedule II and III, as the case may be.

6. Duplicate or amended Letter of Administration or Succession Certificate: - (1) The Authority may, for any Letter of Administration or Succession Certificate which is lost, stolen, destroyed or damaged, issue a duplicate Letter of Administration or Succession Certificate to the applicant.

(2) For the purpose of sub-rule (1), in case of lost or stolen letter of Administration or the Succession Certificate, a copy of police/levies report or FIR, as the case may be, reporting such fact shall be submitted to the Authority and in case of a destroyed or damaged Letter of Administration or Succession Certificate, the original instrument shall be surrendered to the Authority.

_(8) In case of an error, a Letter of Administration or Succession Certificate may be amended by making an application to the

Authority, which may be, subject to surrender of the original Letter of administration or the Succession Certificate, issue an amended Letter of Administration or the Succession Certificate, as the case may be.

(4) For the purpose of issuing a duplicate or amended Letter of Administration or Succession Certificate, the Authority may conduct an enquiry or require from the applicant such evidence as it may deem fit.

(5) A duplicate or amended Letter of Administration or Succession Certificate shall be issued upon payment of such fee as provided in Schedule IV.

7. Fee and cost: - (1) The Authority shall charge fee and other charges for its services as specified in Schedule IV.

(2) The Authority shall make necessary arrangements for the collection of fee and other charges and may collect, or cause to be collected for issuance of the Letter of Administration or Succession Certificate at any time prior to or along with the deposit of application, as it may deem fit.

(3) The Authority may adopt any mode or manner for collection of the fee and other charges as it may deem fit for achieving efficiency and facilitating the deposit and collection of fee and other charges by and from the applicant.

(4) If an application is declined due to controversy or upon objection of any person or due to any dispute at the stage of verification, fees and other charges, if any, collected by the Authority, shall be refunded to the applicant after deducting the processing charges as specified in Schedule IV.

BY ORDER OF
GOVERNOR BALOCHISTAN

Va * DR. MUHAMMAD AKBAR HARIFAL
SECRETARY
Government of Balochistan
Law and Parliamentary Affairs Department

The Chief Controller,

Printing and Stationery Department,
Balochistan, Quetta for publication and
Provision of 30 copies of the Gazette Notification

No. Even. Dated. Even.

A copy is forwarded for information to: -

1. The Additional Chief Secretary (Dev:), Planning and Development Department, Balochistan, Quetta.
2. The Additional Chief Secretary (Home), Home and Tribal Affairs

Department, Balochistan, Quetta.

The Senior Member, Board of Revenue Balochistan, Quetta.
The Registrar, High Court of Balochistan.

The Advocate General Balochistan, Quetta.

- . The Principal Secretary to Chief Minister Balochistan, Quetta.
- . The Principal Secretary to Governor Balochistan, Quetta.
- . The Director General NADRA, RHQ, Quetta.
- . The District Attorney-II, Quetta.

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(SHOUKAT ALI MALIK

ADDL: SECRETARY-CUM- -DRAFTSMAN

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Schedule I

(rule 3)

LETTER OF AUTHORIZATION

FOR

; DTER OF ADMINISTRATION/ SUCCESSION CERTIFICATE

' S/D/W of bearing CNIC/NICOP

No do hereby state on oath that the legal heirs
mentioned below have authorized the undersigned to act on their behalf for
the purpose of filing the application for the grant of Succession Certificate /
Letter of Administration in respect of movable/ immovable properties
(mentioned below) of the deceased

Mr/Mrs/Miss/ Ms. S/D/W of bearing

CNIC/NICOP No.

2. The details of movable/ immovable properties and the legal heirs are

given below:

(a) Details of movable/ immovable properties

NB: In the case of immovable properties, the address and area of the
property is to be mentioned, while in case of movable assets, such as a
bank account. The account number is to be mentioned. In case of co-
ownership, the percentage of fraction of ownership in the asset is to be

mentioned

gal recat kei

Signature Address

(b) Legal heirs Getals ——— a all le

Relation Religion Cell e- Share of

with legal heirs

deceased in the

assets f.g.

(1-2 of

total or

2/3

remaining

etc.)

Relation

with

applicant

CNIC/

NICOP

No,

ee es es es ee eee

the above named Sr applicant do hereby state on oath
e that the list of legal heirs and details of the assets provided by

and declar
y knowledge and belief and nothing

me are true and correct to the best of m
has been concealed.

Dated this day of at

Sign/ Thumb impression of Applicant Attested by Oath

Commissioner

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Schedule II

(rule 5)

LETTER OF ADMINISTRATION

(Issued under the Balochistan Letters of Administration and Succession Certificate Act, 2022)

It is certified that _____ S/D/W _____ bearing CNIC/NICP No.

Administration | applied on _____ for issuance of Letter of ministration regarding immovable properties mentioned below, as left by

the deceased Mr/Mrs/Miss/Ms. S/D/O

bearing CNIC/NICOP No. in favour of the legal heirs

mentioned hereunder:-

eee

Details of Legal heirs of the deceased and their shares (according to the Personal Law of the deceased) are as under:

Legal heirs details

| Sr.No. | Name | _CNIC/NICOP No. Relation with Deceased [Share

[Seo [Name] —cucnic —

ee ee ee ee

This Letter of Administration is accordingly granted in favour of and empowers him/ her to further distribute the above mentioned i/ properties, among the legal heirs mentioned aforesaid.

'Dated this day of

eee

This certificate is issued on the basis of information provided by applicant (s) and after fulfilling legal formalities under the provision of the Letter of Administration and Succession Certificate Act, 2022.

(rule 5)

SUCCESSION CERTIFICATE

(Issued under the Balochistan Letters of Administration and Succession Certificate Act, 2022)

— S/D/W __ bearing CNIC/NICP No.

applied on for issuance of Succession
Certificate regarding movable properties mentioned below, as left by the
deceased Mr/Mrs/Miss/Ms. \$/D/O bearing
CNIC/NICOP No. in favour of the legal heirs mentioned
hereunder:-

It is certified that

Details of immovable properties

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a

Details of Legal heirs of the deceased and their shares (according to the
Personal Law of the deceased) are as under:

Legal heirs details

CNIC/NICOP No. Relation with Deceased [Share __]

ingly granted in favour of and

empowers him/ her to collect movable properties of the deceased
mentioned above and distribute them among the legal heirs mentioned

f aforesaid.

/ Dated this day of

nformation provided by applicant

e is issued on the basis of i
der the provision of the Letter of

rmalities un
n Certificate Act, 2022.

This certificat
(s) and after fulfilling legal fo
Administration and Successio

Schedule Iv

(rule 7)

Fee and Cost

(1) Following fee shall be paid by the applicant at the time of filling an application under rule 3 and 6 respectively:

For Initial i Rs. 12,000/- (in case

Application value of the property is equal to or more than Rs. 100,000/-)

Rs. 5000/- (In case value of the property is less than Rs. 100,000/-

For application Rs. 2500/-
duplicate

amended letter

administration

succession

certificate

(2) Fee mentioned above may be paid through pay order or demand draft, a bank challan in favour of the Authority or any other mode as the Authority may deem fit, like easy paisa, Upaisa, mobicash

etc.

(3) An application shall be refunded Rs.5000- if application is

declined.

"4/o/ 2922

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