

NATIONAL ENGINEERING SERVICES PAKISTAN (PVT) LIMITED

NESPAK IEEEP Building, 17-C-1, Civic Center, Faisal Town, Lahore - 54700 Pakistan

CONSTRUCTION MANAGEMENT DIVISION



099/13/TA/01/29310

December 14, 2020

Brig (Retd) Nasir Manzoor Malik
Executive Director Administration,
NAPHDA

Issuance of Certificate by NESPAK to Builders and Developers

Dear Sir,


With reference to our email dated November 26, 2020 and NAPHDA's letter No. 06/Project/2020 dated December 10, 2020 regarding the subject, following are the details of our nominated focal persons from NESPAK regional offices:

Sr. No	Focal Person	Designation	Regional Office	Contact Info
1	Mr. Tahir Amin	General Manager, Construction Management Division	Lahore	Ph: 042-99232313 042-99232261-74 Ext.305 Address: IEEEP Building, 17-C-1, Civic Center Faisal Town, Lahore - 54700
2	Mr. Salman Shahid	Chief Engineer, Construction Management Section	Islamabad	Ph: 051-9245769 Ext. 401 Address: NESPAK House, Sector G-5/2, Islamabad
3	Mr. Rashid Hussain	Principal Engineer, Architecture & Planning Division	Karachi	Ph: 021-99225430-34 Ext.21 Address: 4 th Floor, NICL Building, Abbasi Shaheed Road Off. Shahrah-e-Faisal, Karachi

Furthermore, the Certificate and the SOPs regarding Issuance of Certificate already agreed with NAPHDA are enclosed herein for further necessary action please.

Thanking and assuring you of our best professional services at all times.

Very truly yours,
for National Engineering Services Pakistan (Pvt.) Ltd.


Syed Imran Waheed
Vice President / Head

Encl: as stated
Copy to:

1. Managing Director, NESPAK
2. Regional Office NESPAK, Islamabad
3. A&P Karachi Office
4. Office copy

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**Standard Operating Procedure (SOP) For
Issuance of Certificate by NESPAK to Builders & Developers
as per Presidential Ordinance & Finance Act 2020-2021**

This refers to the subject of issuance of certificate by NESPAK to builders and developers as per Presidential Ordinance and Finance Act 2020-2021. The requirements specified under Rule 4 of the Eleventh Schedule to the Amendments in the Income Tax Ordinance 2001 included in the Tax Laws (Amendment) Ordinance, 2020, are reproduced as below:

“4. Certification: - Every builder or developer shall be required to obtain and provide to the Board in the prescribed manner a certificate from approving authority or map approving authority or NESPAK, as the case may be, to the following effect, namely:

- a) *“total land area” in square yards;*
- b) *“covered area” in square feet;*
- c) *“saleable area” in square feet; and*
- d) *Type (commercial, residential or industrial) of saleable area or the total land area as the case may be.”*

The following SOP is to be followed for issuance of this certificate by NESPAK:

1. The certificate will be issued to:
 - i) the builders and developers who are members of Association of Builders and Developers (ABAD); their applications will have to be endorsed by ABAD.
 - ii) the builders and developers who are not members of ABAD; their applications will have to be endorsed by NAPHDA.
2. The applicants will file the certification request (under their letter head duly endorsed by ABAD or NAPHDA as noted above) to designated focal officials of NESPAK at its offices in Lahore, Karachi and Islamabad, along with one original and one copy of either of the following plans (as applicable) that are duly approved by the local map approving Authority under the name of the applicant:
 - i) Master Plan (For housing schemes exclusive of buildings planned therein)
 - ii) Building Plan (For individual buildings)
3. NESPAK will issue the certificate as per enclosed format on its letter head on the basis of only in-office review of above plans.
4. NESPAK will bear no liability:
 - i) for ascertaining the ownership title of project land in the name of applicant,
 - ii) for ascertaining the authenticity of approved plans submitted by the applicant,
 - iii) for ascertaining eligibility of applicant as per Ordinance requirements.All liability on the above accounts will rest with the applicant.
5. NESPAK will retain the copy of approved plans for its reference while the original of approved plans will be returned to the applicant.
6. NESPAK will charge advance fee of Rs. 200,000/- for issuance of the certificate, payable in the form of cross cheque in the name of “NESPAK Pvt. Ltd.”.
7. NESPAK will issue the certificate to the applicant within three days after receipt of advance fee and the required plans as mentioned above, provided the plans contain all the requisite data.

Letter Head of NESPAK

To,
The Applicant

Date: _____

Reference your application dated _____, the desired certificate is issued to you as below:

CERTIFICATE TO BE ISSUED BY NESPAK TO BUILDERS & DEVELOPERS		
[See Rule 4 of the Eleventh Schedule to the Income Tax Ordinance, 2001]		
Name of Taxpayer	CNIC / Registration No.	
Business Address		
Project Name	Type of Project (Construction / Development)	
Project District	Please (<input type="checkbox"/>) One	
Project Site Address	Existing Project	New Project
AREA		
FOR CONSTRUCTION PROJECT		
Residential Buildings		Commercial Building
Covered Area (House) Square Feet	Saleable Area (Other) Square Feet	Saleable Area (Square Feet)
FOR DEVELOPMENT PROJECT		
Total Area (Entire Project) Square Yards	Total Area (Industrial) Square Yards	

Name & Designation of Authorized Officer / Official
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(Signature & Stamp)

Notes:

1. This certificate is issued by NESPAK to builders and developers on the basis of only in-office review of either of the following plans (as applicable) submitted by the applicant that are duly approved by the Local Map Approving Authority under the name of applicant (taxpayer); their applications were duly endorsed by ABAD or NAPHDA as applicable:
 - a) Master Plan (For housing schemes exclusive of buildings planned therein)
 - b) Building Plan (For individual buildings)
2. NESPAK will bear no liability:
 - i) for ascertaining the ownership title of project land in the name of applicant,
 - ii) for ascertaining the authenticity of approved plans submitted by the applicant, &
 - iii) for ascertaining eligibility of applicant as per Ordinance requirements.All liability on the above accounts will rest with the applicant.

cc:

- NAPHDA
- Association of Builders & Developers