

Procedure for Large Commercial Projects & Affordable Housing Schemes

This document outlines the procedure for engaging in projects or purchasing / leasing of large commercial plots and affordable housing schemes within DHA Multan.

1. **Point of Contact.** For all inquiries related to large commercial projects and affordable housing schemes, please contact:

- **Directorate:** Commercial & Joint Venture Directorate
- **Contact Person:** Deputy Director Business Development
- **Address:** Main Office, Sector H, DHA Multan
- **Contact Number:** 061-4554743, 03020693313

2. **Process Flow.** Interested clients for the purchase or lease of commercial projects will follow the process below:

- a. **Letter of Intent (LOI) Submission.** Prospective clients are required to submit a formal Letter of Intent (LOI) expressing their interest in a project or plot.
- b. **Plot Identification & Proposal.** Upon receipt of the LOI, the Commercial & Joint Venture Directorate will brief about all suitable plots that align with the client's expressed interest.
- c. **Site Visit Facilitation.** A site visit to the proposed plots will be arranged and facilitated for the client to conduct a physical visit.
- d. **Offer Letter Issuance.** On showing interest on selected plot, an official Offer Letter will be issued by the Commercial and Joint Ventures Directorate.
- e. **Client's Formal Acceptance.** The client must provide written confirmation formally accepting the terms outlined in the Offer Letter or submit a counter-offer if any.
- f. **PMC Approval.** Final approval for the project will be secured from the Chairman, Project Management Committee (PMC) following internal review and deliberation.
- g. **Agreement Drafting.** The agreement will be drafted in close consultation with our Legal and Finance Departments to ensure accuracy and compliance.
- h. **Client Review & Finalization.** The draft agreement will be shared with the client for comprehensive review. The agreement will be finalized upon mutual consent and incorporation of any agreed-upon revisions.
- i. **Agreement Signing Ceremony.** A formal ceremony will be held for the official signing of the finalized agreement.