PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF LAW AND JUSTICE

NOTIFICATION

Islamabad, the 19th January, 2021

S.R.O. 48(I)/2021.—In exercise of the powers conferred by section 13 of the Letters of Administration and Succession Certificates Act, 2020 (VI of 2020), read with sections 5, 6, 7 and 9 thereof, the Federal Government is pleased to make the following rules, namely:—

1. Short title and commencement.—(1) These rules shall be called the Letters of Administration and Succession Certificates Rules, 2021.

(2) They shall come into force at once.

2. Definitions.—(1) In these rules, unless there is anything repugnant in the subject or context,—

83 (1—7)

Price: Rs. 10.00

[62(2021)/Ex. Gaz.]
(a) “Act” means the Letters of Administration and Succession Certificates Act, 2020 (VI of 2020);

(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; and

(d) “property” includes movable and immovable property.

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

3. Application for the grant of Letter of Administration or Succession Certificate.—An application for the grant of Letter of Administration or Succession Certificate may be made by the applicant, 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 CNIC, NICOP or any such instrument issued by the Authority;

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

(d) documentary evidence of ownership of immovable and 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 shall submit a certificate in original of ownership issued by the relevant registry or department or office.

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

(2) In case of any factual controversy, the Authority shall decline to process the application and inform the applicant accordingly.
5. **Publication of notice.**—(1) Where there is no factual controversy involved, a notice shall be published in one two English language and one two Urdu language daily newspapers of wide circulation for inviting objections from the general public. A similar notice shall also be published on the web portal of the Authority.

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

(4) Where bio-metrics of a legal heir is not verified, the Authority may require the legal heir to appear in person before the Authority or the Authority may resort to any other modern device with a view to satisfying itself as to the identity of any legal heir.

(5) Before issuance of the Letter of administration or the Succession Certificate, as the case may be, the Authority may require the Applicant to furnish surety bond or bank guarantee or any other security or surety of such amount as it may deem fit.

6. **Duplicate or amended certificates.**—(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 purposes of sub-rule (1), in case of loss of stolen Letter of Administration or the Succession Certificate, a copy of the FIR 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.

(3) In case of an error, a Letter of Administration or Succession Certificate may be amended by making an application to the Authority, which may, subject to surrender of the original Letter of administration or the Succession Certificate, issue a revised Letter of Administration or the Succession Certificate.

(4) For the purposes of issuing a duplicate or revised Letter of Administration or Succession Certificate, the Authority may conduct an inquiry or require from the applicant such evidence as it deems necessary.
(5) A duplicate or revised Letter of Administration or Succession Certificate shall be issued upon payment of such fee as is provided in Schedule IV to the rules.

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, the fee for issuance of the Letters of Administration or Succession Certificates 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 factual 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.

Schedule I

**Letter of Authorization**

**AFFIDAVIT / AUTHORIZATION FOR LETTER OF ADMINISTRATION / SUCCESSION CERTIFICATE**

1. I ____________ 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 the legal heirs and movable/immovable properties are given below:—

(a) **Details of Movable/Immovable Properties**

**NB:** In the case of immovable properties, the address and are 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 or fraction of ownership in the asset is to be mentioned.
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<thead>
<tr>
<th>Sr #</th>
<th>Name</th>
<th>CNIC/NICOP No.</th>
<th>Gender</th>
<th>Relation with Applicant</th>
<th>Relation with deceased</th>
<th>Religion</th>
<th>Sect</th>
<th>Cell No.</th>
<th>Email</th>
<th>Share of Legal heirs in the assets e.g. (1-2 of total or 2/3 of remaining etc.)</th>
<th>Left Thumb impression/Sign</th>
<th>Signature</th>
<th>Address</th>
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</table>

3. I ______________ the above named applicant do hereby state on oath and declare that the list of legal heirs and details of the assets provided by me are true and correct to the best of my knowledge and belief and nothing has been concealed.

Dated this ____________ day of ___________ at ____________________________

Sign/ Thumb impression of Applicant

Attested by Oath Commissioner

Schedule II

LETTER OF ADMINISTRATION

(Issued under Letters of Administration and Succession Certificates Act, 2020)

It is certified that ______________ s/d/o ______________ bearing CNIC/NICOP No. ______________ applied on ____________ for issuance of Letter of Administration regarding immovable properties mentioned below, as left by the deceased Mr/Mrs/Miss/Ms. ______________ s/d/o of ______________ bearing CNIC/NICOP No. ______________ in favour of the legal heirs mentioned hereunder:—

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<tr>
<th>Sr #</th>
<th>DETAILS OF MOVABLE PROPERTIES</th>
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<td>2</td>
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Details of Legal heirs of the deceased and their shares (according to the Personal Law of the deceased) are as under:

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<th>LEGAL HEIRS DETAILS</th>
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This Letter of Administration is accordingly granted in favour of ________ and empowers him/her ______________ to further distribute the above mentioned properties, among the legal heir(s) mentioned aforesaid.

Dated this _______ day of__________

This certificate is issued on the basis of information provided by applicant(s) and after fulfilling legal formalities under the provision of the Letters of Administration and Succession Certificates Act, 2020.

Schedule III

SUCCESSION CERTIFICATE

(Issued under Letters of Administration and Succession Certificates Act, 2020)

It is certified that ___________ s/d/o __________________ bearing CNIC/NICOP No. _______________ applied on ____________ for issuance of Succession Certificate in respect of movable properties mentioned below, as left by the deceased Mr/Mrs/Miss/Ms. ______________ s/d/o of _______ bearing CNIC/NICOP No. ______________ in favour of the legal heirs mentioned hereunder:—

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<th>Sr #</th>
<th>DETAILS OF MOVABLE PROPERTIES</th>
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Details of Legal heir(s) and their respective shares (according to the Personal Law of deceased) are as under:—

<table>
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<tr>
<th>LEGAL HEIRS DETAILS</th>
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<tr>
<td>Sr #</td>
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This Succession Certificate is accordingly 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 aforesaid.

Dated this __________ day of __________

This certificate is issued on the basis of information provided by the applicant and after fulfilling legal formalities under the provision of the Letters of Administration and Succession Certificates Act, 2020.

Schedule IV (rule 9)

Fee and Cost

(1) Fee specified below shall be attached with every application:—

(a) Initial Application Rs.20, 000/
(b) Application for Duplicate or amended certificate Rs.5000/-

(2) Fee prescribed at serial number 1(a) above shall be paid by the applicant at the time of filing application under rule 3.

(3) Fee prescribed at serial No. 1(b) above shall be paid by the applicant under rule 6.

(4) All the fees indicated above shall be paid through pay order or demand draft or a bank challan in favour of the Authority or any other mode as the Authority may deem fit.

(5) An applicant shall be refunded Rs. 5000/- if application is declined.

(6) In case the value of the property is less than Rs. 100,000/- then the fee prescribed at serial number 1(a) above shall be Rs. 10,000.

[No. 1(6)/2019-D&L.]

SAADAT IQTIDAR ALAM,
Section Officer.