SPECIMENT - LEASE AGREEMENT

BY AND BETWEEN

This agreement of tenancy is made at [**city name**], on this [**date**] day of [**Month**] 2025**. BETWEEN [Owner's Name]**, son of ____________________________ resident of ____ CNIC No. _________________________________ (hereinafter called "the lessor", which expression shall, unless repugnant to the context and meaning include his heirs, successors, administrators and assigns) of the **ONE PART**.

AND

"National Database & Registration Authority – [NADRA] a statutory body corporate established pursuant to section 3 of National Database and Registration Authority Ordinance, 2000 (Viii of 2000) having its headquarters at the State Bank of Pakistan Building, Shahrah-e-Jamhuriat, G-5/2, Islamabad (hereinafter called "the lessee". (Which expression shall where the context so admit shall include it administrator, official, successors-in-interest and any person or person through or under it) of the **OTHER PART.**

WHEREAS, LESSOR is absolutely seized and possessed or otherwise well and sufficiently entitled to the building bearing Municipal/ Khasra No. _________________________ situated at _________________________________

____

_.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, LESSOR and LESSEE hereby covenant and witness as under: -

1. TERM.

a. LESSOR hereby leases the leased Premises to LESSEE, and LESSEE hereby leases the same from LESSOR. The LESSOR has agreed to grant lease in respect of the demised premises for a term of ________ years, commencing from ______________ to ______________.

b. Lessee may renew the Lease for one extended term of **1 Year**. Lessee shall exercise such renewal option, if at all, by giving written notice to Lessor not less than Thirty **(30)** days prior to the expiration of the Initial Term. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

c. Contract termination period by the owner shall be depended on the cost of renovation incurred by NADRA (one million for each year after initial three years).

2. RENTAL

a. Rent shall be start from the date of commencing as mention at Clause 1.a. Possession date shall be considered when lessee contractors will start renovation / rehabilitation E&M work of the premises. However, it shall not exceed three months from the date of signing of the contract.

b. The monthly rent payable by the Lessee to the Lessor from the date of possession in respect of the said premises shall be (Rupees________________________________).

c. Lessee shall pay to Lessor a "__ Months Advance" in the amount of ____________________________.

d. Rent will be in increase, at a rate of ______ percent per annum / after three years. (as per Financial bid)

e. In case the building is vacated by the Lessee during the currency of agreed lease period, Lessor shall refund the balance of the advance rent (if any), to the Lessee through cross cheque on the name of the organization, Lessee shell provide accounts details to the Lessor.

3. **The LESSEE Covenants with LESSOR as under: -**

3.1 UTILITIES: To be liable for payment of electric, gas, water, sewerage, telephone and any other conservancy charges, as per monthly bills/consumption, without fail from the occupation of demised premises earlier all dues, default, arrears of electricity or any other charges if any the Lessee not liable thereof.

3.2 SUBLEASE OF HIRED PREMISES: Not to assign, sublease wholly or partially with the possession of the premises without prior consent of the Lessor, in writing.

3.3 NON CONFIRMATION USE OF HOUSE: Not to use the premises for any other purpose except for running an office, as per requirements of its functioning.

3.4 ALTERATION AND IMPROVEMENTS IN PREMISES: The Lessee will be entitled to carry out, at its expenses, such temporary alteration and to install such fixtures and fittings as may be required by the Lessee, and it will be removable at the time of vacation of rented premises, on the option of lessee.

3.5 STRUCTURAL ALTERATION: Not to make any structural alterations into or upon the demised premises or make any alterations or addition to the external appearance or any part of the demised premises without the prior consent of the Lessor in writing.

3.6 HANDING OVER OF THE PREMISES: Upon expiry of the lease period to remove all such fixtures and fittings installed by the Lessee and to hand over vacant possession of the said premises in the same condition to the Lessor, normal wear and tear expected, as at the time the Lessee took over possession of the premises pursuant to this agreement.

4. The LESSOR covenants with LESSEE as under: -

4.1 STRUCTURAL AND MAJOR REPAIR. To carry out all structural and major repairs to the premises as may require from time to time.

4.2 PERMISSION FOR RENOVATION. To permit the Lessee to install or affix fixtures or fitting in the premises and to detach and repossess the same at the expiration or termination of the lease.

4.3 PAYMENT OF TAXES: To pay the property tax leviable on the premises. Also to pay all other future taxes and charges arising out of the said premises imposed by the Government from time to time.

4.4 USAGE OF THE PREMISES: To ensure that Lessee shall peacefully enjoy use of the premises without any hindrance or interference from the Lessor or any quarters / co-owner / neighbors / bodies person.

4.5 PROVISION OF ELECTRIC UTENSILS: The lessor shall provide **3-Phase electric meter** (or as per requirement) for Lessee's use. Another meter will be made available with owner consent, if required. The lessor shall provide the sufficient space for generator on the front side of the demise premises, any tax imposed on such space, the same shall be payable by the lessor. (As all the taxes is responsibility of the owner). Repair and maintenance cost/charges of transformer (if any) shall be borne by the lessor and if lessor fails to pay said charges, then same will be deducted from the monthly rent.

4.6 WHITE WASH/COLOUR OF THE PREMISES: The lessor shall bear white wash/color expenses every year in the demise premises.

4.7 PROVISION OF TAP WATER FACILITY: Lessor shall provide Tap Water facility along with overhand tank and electric motor.

4.8 PROVISON OF PUBLIC & STAFF WASHROOM: Lessor shall provide at least separate 3 x public & staff washrooms.

4.9 PROVISON OF SPACE AND NOC: Lessor shall provide the Space & NOC for Installation of Direction Board, Sign Board & Generator in front/side of the demise premises any tax imposed on such space, the same shall be payable by the bidder.

4.10 01x room for store & minimum 02x washroom (1x for staff and 1x for applicants) with complete accessories.

4.11 Tuff tiles outside the premises (if required).

4.12 Complete PVC ceiling of building

4.13 Wall Partitions with Brick (if required)

4.14 Paint work/PVC wall panels of the complete building before handing over to NADRA.

4.15 Boundary wall around the premises with Iron Gate & Grill (if applicable).

4.16 Fencing on the boundary / open walls of the building (if required)

4.17 Provision of furnished kitchen.

4.18 Provision and installation of Shutter Gate (if required).

4.19 Availability of Emergency Exit (Preferably)

4.20 Provision of Ramp for wheel chair of disable citizens (if required).

4.21 Complete electrification of the premises from electricity meter to DB and within the premises including switch boards for lights, fans and ACs etc.

4.22 Repair and maintenance of water storage tank, water pump / boring / all type of plumbing and sewerage requirements

4.23 Dedicated safe parking area for public and Staff (at least 05 vehicles preferably).

4.24 Provision of sufficient space for installation of network equipment and Solar System (as and when required) on roof top or any suitable location mutually agreed between the parties.

5. THE LESSOR WARRANTS THAT: -

5.1 NECESSARY APPROVALS FROM AUTHORITIES: That there are no restriction or impediments in the Lessor's rights/entitlement to lease the premises to the Lessee for the purpose mentioned and that if all necessary approvals/permission/consents of the relevant Government Department/Municipal Authority/Development Authority etc, are required, at the Lessor will not hesitate to extent all their support in this regards to ensure free, smooth and unrestricted use of the premises by the Lessee for the purpose of running an office and to provide copies of entitlement and documents for such purpose, whenever required.

5.2 UNDERTAKING OF THE BUILDING: The premises at the time of handing over, is structurally sound in every respect and may be used for the purpose which is leased and the Lessor undertakes that the structure has been erected in accordance with the necessary approvals/premises/ consents/plants/permits of the relevant Government Department/ Municipal Authority /Development Authority/Housing Authority. Lessor is under an obligation to provide building fitness certificate of the demise premises on expiry of the existing one and/or if so required by the Lessee.

5.3 EFFECTS OF NATURAL DISASTERS ON PREMISES: "If, during the period of this lease agreement, the premises are destroyed or damaged due to structural defects or damages by an earthquake, civil commotion, nots, war, political disturbance, storm or any other disaster beyond the control of the Lessee, the Lessee at its sole discretion shall have the right to terminate this lease agreement on one-month notice and upon such termination no further rent shall be payable by the Lessee. In case the advance rent already paid to the Lessor (owner of the building) it will be returned for remaining period of time to the Lessee by the owner of the building.

5.4 PAYMENT OF TAXES: That property tax or any other taxes levied on the Demised Premises by the Central and /or Provincial or Local Government shall be paid and born by the Lessor. In the event of the Lessor being declared a defaulter thereof by, and in response to a legal notice in this context received by the LESSEE from, the relevant tax authorities, the Lessee shall so inform the Lessor in writing. If the Lessor fails to pay the said tax within the period stipulated in the notice, the Lessee may elect to pay the outstanding taxes accruing against the Lessor and deduct the paid amount from next future rental payments.

5.5 Change of Ownership During Rent Period: The **LESSOR/LAND LORD/OWNER/ATTORNEY** shall be responsible for prior consent of new owner for continuation of rent agreement on same terms & conditions for the remaining period of rent agreement till expiry, in case of any change of ownership or transfer of rented premises, during lease period of rented premises.

5.6 Provision of Utilities & Immunities: The **LESSOR/LAND LORD/OWNER/ ATTORNEY** shall ensure the continuity of all utilities and immunities as well as access to all control penal or area in his custody, necessary to regulate such utilities and immunities without any disturbance.

5.7 Commercial Status of Rented Premises: The status of rented property as commercial will be sole responsibility of **LESSOR/LAND LORD/OWNER/ATTORNEY** and he will bear all future claims and effects relates to any such dispute, if any for usage and functioning of rented premises.

5.8 Indemnity Against Third Party Litigation or Claims: The **LESSOR/LAND LORD/OWNER/ ATTORNEY** indemnifies the **LESSEE/TENANT (NADRA)** against any action, claim & litigation of third party arisen upon rented premises during either period of tenancy of subject Rent Agreement or beyond relates to any claim, action or litigation for the same period.

5.9 Fair Rent Consideration: The any subsequent claim of enhancement of rent on the ground of "Fair rent consideration" will not be acceptable during tenure/period of agreement at all, either from lessor /landlord or any other person on his behalf or from new owner's in case of change of ownership.

6. HANDING TAKING OVER OF THE BUILDING: Upon expiry of the lease or upon its earlier termination, the parties at time of handing over possession will carry out a joint survey of the premises to confirm that the premises is being handed over in good condition, normal wear and tear expected. In case any damage(s) is/are identified and agreed by the parties during the joint inspection, the Lessee will have this repaired at its own cost.

7. TERMINATION OF THE CONTRACT: The **Lessor** and **Lessee** agree to strictly abide by the terms and conditions as laid down in this agreement. Contract termination period by the Lessor shall be depended on the cost of renovation incurred by NADRA (one million for each year after initial three years). The Lessee may terminate the lease after giving **(90 days)** written notice to this effect.

IN WITNESS WHEREOF the parties here unto have set and subscribed their respective hands at [city name]. On the day month and year first, mentioned above.

LESSEE:

For and on behalf **NADRA**

Signature:____________________________________

Designation: __________________________________

NADRA RHO Gilgit-Baltistan

In the presence of:
WITNESSES-1

Signature: __________________________________

Name: ______________________________________

Address: ____________________________________

CNIC No. ___________________________________

In the presence of:
WITNESSES-1

Signature: __________________________________

Name: ______________________________________

Address: ____________________________________

CNIC No. ___________________________________

LESSOR:

For and on behalf of **lessor**

Signature:___________________________________

Name: ______________________________________

CNIC: ______________________________________

In the presence of:
WITNESSES-1

Signature: __________________________________

Name: ______________________________________

Address: ____________________________________

CNIC No. ___________________________________

In the presence of:
WITNESSES-1

Signature: __________________________________

Name: ______________________________________

Address: ____________________________________

CNIC No. ___________________________________