



HIGHER EDUCATION COMMISSION, PAKISTAN (HEC)

“US-PAKISTAN KNOWLEDGE CORRIDOR-PHASE-I”

General Instructions for execution of Legal Bond

1. The Scholar is required to execute the following legal documents for issuance of “Award Letter”:
 - a) Deed of Agreement (Annex-I)
 - b) Guarantee (Annex-II)
 - c) Certificate of Financial Soundness (Annex-III)
 - d) Surety Bond (Annex-IV)
 - e) Declaration of Assets (Annex-V)
 - f) Authorization (Annex-VI)

2. All the annexures must be executed as per below table:

Name of Document	Annexure	By Scholar	By Guarantor	By Govt. Servant
Deed of Agreement	I	✓	✓	✗
Guarantee	II	✗	✓	✗
Certificate of Financial Soundness	III	✗	✗	✓
Surety Bond	IV	✓	✓	✗
Declaration of Assets	V	✗	✓	✗
Authorization	VI	✓	✗	✗

3. All the annexures must be signed/thumb impressed/official stamped (where required) as per below table:

	Annex-I	Annex-II	Annex-III	Annex-IV	Annex-V	Annex-VI
By Scholar/Applicant	✓	✗	✗	✓	✗	✓
By Surety/Guarantor	✓	✓	✗	✓	✓	✗
By Gazetted Govt. Officer	✗	✗	✓	✗	✗	✗

By Witnesses	✓	✗	✗	✓	✗	✓
By Notary Public	✗	✓	✓	✗	✗	✓
By Oath Commissioner	✗	✗	✗	✗	✓	✗
By Joint/Sub-Registrar	✓	✓	✗	✓	✓	✗
By Tehsildar/Parwari/Relevant Authority	✗	✗	✗	✗	✓	✗

4. The executant should follow the below instructions to execute the all annexures, otherwise the same will be rejected and not proceed:

4.1 All the annexures should be executed on non-judicial stamp paper total worth of Rs.100/-(each annexure).

4.2 All the Annexures should be execute on registered stamp paper i.e. signed & stamped by Vendor by mentioning the registration number on each stamp paper.

4.3 All stamp papers should be signed & thumb impressed by purchaser and contained the following (on back):

“Dated: ___/___/2020, No._____, Book No:_____, Worth Rs._____, Name:_____ ,
 , Father/husband Name:_____, CNIC#_____ Resident
 of:_____, For on behalf of:_____, For the purpose of:
 _____. To: Higher Education Commission, Pakistan, Signature & Thumb Impression:
 _____”.

4.4 Only template/specimen provided for each annexure will be accepted.

4.5 Addition/deletion or alteration/omission in paragraph(s) or word(s) in provided template/specimen will not be accepted.

4.6 Cutting(s), over writing or correction(s) with fluid will not be accepted.

4.7 The Annexure(s) on plain/white/green (any colour) paper will not be accepted.

4.8 The annexures should be printed and handwritten document will not be accepted except signature & thumb impression.

4.9 The print should be taken on sided and front of stamp paper (non-judicial).

4.10 The visible print should be taken with care and caution on proper area with proper measuring of the margins. Over print or misprint will not be accepted. (please note that the provided template/specimen is already measured as per prevailing non-judicial stamp paper in Pakistan)

- 4.11 The annexures should be signed & thumb impressed by Scholar, Guarantor/Surety, Joint/Sub-Registrar, Oath Commissioner, Notary Public, Gazetted Officer & witnesses or any executant at relevant space.
- 4.12 The signatures should be matched with the signatures on CNIC of each executant.
- 4.13 The Official seals of Stamp Paper Vendor, Oath Commissioner, Notary Public, Gazetted Officer & Joint/Sub Registrar and other officers should be affixed where required.
- 4.14 The Valid CNIC (not expired) of all the executants & witnesses will be accepted and the same should be duly attested by the Gazetted officer and should be attached on respective pages. The CNIC attested by Notary Public will not be accepted.
- 4.15 All the spaces should be filled properly with due care & caution and the annexures(s) unfilled or incomplete will not be accepted.
- 4.16 The Guarantee i.e. Annexure-II should be executed by a resident of Pakistan during the study period of the scholar and having immovable property not less than worth of Rs.6,000,000/- (Rupees Six Million Only).
- 4.17 The Certificate of Financial Soundness i.e. Annexure-III should be executed by the Gazetted Officer.
- 4.18 The Surety Bond i.e. Annexure-IV must be registered by the Joint/Sub Registrar as per law prevailing in Pakistan by providing certificate of registration by marking lien through relevant authority for protecting transfer/sale of the property.
- 4.19 The Declaration of Assets i.e. Annexure-V should be declared at least Rs.6,000,000/- (Rupees Six Million Only). The certificate of ownership & valuation (in original) and copies of the documents of the immovable property should be annexed along with Annexure-V duly issued & attested by relevant authority respectively.