

CAPITAL SMART CITY

FILE OPENING APPLICATION

The Secretary
Capital Smart City

Subject: File Opening - Capital Smart City

1. I _____ s/o,d/o,w/o _____ is the owner of Residential/Commercial Plot No _____ Street No _____ Block No _____ Measuring _____ (Sq Yd) allotted vide MS No _____ in Capital Smart City. I have paid, updated dues amounting to Rs _____ (Rupees _____).

2. I have given my rights to Mr/Mrs/Miss _____ s/o,d/o,w/o _____ having CNIC No _____ and Tel/Mob No _____ to sell my plot. Therefore, Kindly open this file on his name for _____ month(s).

3. In accordance with the Terms and Conditions of the allotted plot, I request you to transfer this file alongwith liabilities and deposits on producing " File Open Certificate "by above mentioned person, from my name to the under mentioned person, whose particulars are as under :-

Signature _____	Thumb impression _____
Name _____	S/o,d/o,w/o _____
CNIC No _____	Address _____
Date _____	

4. Receipt No _____ dated _____ of Rs _____ (Rupees _____) on account of file opening fee is attached.

5. Draft/PO/Bankers Cheque No _____ dated _____ of Rs _____ (Rupees _____) on Account of "Transfer & R/P/MS fee" is attached.

6. If he/she is unable to get the purchaser within the open time period, the file be transferred to the person mentioned at para 2 above. In future all correspondence related to above mentioned file be done directly with him/her.

7. Following documents are attached:-

- (1) Original MS letter/Allotment Certificate/ Allotment letter
- (2) Copy of CNIC/NICOP of seller, Right Holder and witnesses
- (3) Transfer Affidavit
- (4) Statement of Dues (SOD)
- (5) No Demand Certificate (NDC)
- (6) Original Reciepts

Signature & Thumb Impression of Right Holder
Contact No. _____
Date: _____

Signature & Thumb Impression of Owner
Address: _____

WITNESS 1

WITNESS

Signature _____
Thumb Impression _____
Name _____
CNIC/NICOP _____
Tel / Mob No _____
Date _____

Signature _____
Thumb Impression _____
Name _____
CNIC/NICOP _____
Tel/Mob No _____
Date _____