

File Opening Process

a. Documents Required

- (1) File Opening Application
- (2) Original documents i.e. MS letter/Allotment Certificate etc
- (3) Original Receipts
- (4) Seller's affidavit
- (5) Photographs and CNIC / NICOP copy of the Right holder.
- (6) CNIC /NICOP of witnesses.
- (7) Transfer and R/P/MS fee (Pay order/Draft/Banker's Cheque)
- (8) "Statement of Dues" and "No Demand Certificate"

b. Procedure

- (1) Deposit "File Opening fee" and collect "File Opening Application" duly filled.
- (2) Obtain updated "Statement of Dues", deposit amount and get "No Demand Certificate.
- (3) Deposit documents and go through File Opening procedure.
- (4) Collect "File Opening Certificate" on the given date and time.

c. Attachments (Specimen)

- (1) File Opening Application.