

**PROVISION OF ALLOTMENT CERTIFICATE
AND ALLOTMENT LETTER**

To: The Management
Capital Smart City

MS No _____

Subject: Provision of Allotment Certificate/ Letter

I have been Allotted / Transferred Plot No _____ Street / Lane No _____, Sector _____, Block _____, Size _____, of **Capital Smart City**, Issued vide MS letter No _____ dated _____ (Copy Attached).

You are requested to kindly issue me Allotment Certificate / Letter at your earliest. Following Documents are attached:

- a. Copy of MS Letter
- b. Copy of CNIC
- c. Copy of Payment Slip
- d. Payments Computer Print

Signature _____

Name _____

CNIC No _____

Date _____

FOR OFFICE USE ONLY

Sales & Marketing Department

Please issue Allotment Certificate / Letter to the above-mentioned member at the earliest.

Date: _____

**Manager
Sales & Marketing**

Allotment Transfer & Record Department

Allotment Certificate/ Letter has been prepared on _____ and issued to the member on _____

	<u>Prepared by</u>	<u>Issued by</u>	<u>Received by</u>
Signature	_____	_____	_____
Name	_____	_____	_____
Date	_____	_____	_____

INSTRUCTIONS

1. Being confidential document Allotment Certificate / Letter will be issued to the Plot Holder only.
2. Allotment Certificate / Letter will not be issued to any un-authorized Person.
3. If any member desire to get his/her Allotment Certificate / Letter through mail, he / she will pay Rs 5,000/= as Certificate fee.
4. Plot will not be transferred till the time Allotment Certificate / Letter has been obtained.
5. Charges of Allotment Certificate / Letter are as under: -
 - a. Plots less than 10 Marla Rs. 2,000/-
 - b. Plots 10 Marla to less than 01 Kanal Rs. 3,000/-
 - c. Plots 01 Kanal and Above Rs. 5,000/-