



# Capital Smart City

## APPLICATION FOR TAKING POSSESSION/CONSTRUCTION ON PLOT (VALID FOR SIX MONTHS)

To: The Secretary  
Capital Smart City

Subject: Possession / Construction on Plot

MS No \_\_\_\_\_

Please demarcate my Plot No \_\_\_\_\_ Street / Lane No \_\_\_\_\_, Sector \_\_\_\_\_, Block \_\_\_\_\_, Size \_\_\_\_\_, of Capital Smart city for construction. I have cleared my all dues up till installment no \_\_\_\_\_, and for remaining outstanding payments postdated (PD) cheques have been attached.

### Attachments

- MS letter &/or Allotment Certificate (Copies)
- Affidavit
- CNIC (Copy)
- PD Cheques
- Fee / Charges payment Slips

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**CNIC No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Part-I**

1. A Sum of Rs \_\_\_\_\_ has been paid vide Receipt no \_\_\_\_\_ for the Possession of plot.
2. All dues of Rs \_\_\_\_\_ upto installment no \_\_\_\_\_ have been paid by the applicant
3. \_\_\_\_\_ Postdated (PD) cheques of Rs \_\_\_\_\_ of remaining installments from \_\_\_\_\_ to \_\_\_\_\_ have been received and detached.
4. A sum of Rs \_\_\_\_\_ has been received for other payments \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
5. Updated Computer generated payment plan and NDC is attached.

**Finance Representative** \_\_\_\_\_

**Manager Finance** \_\_\_\_\_

1. Demarcation of the Plot has been completed and Sketch along with Survey Coordinates is on back side of this page.
2. The said plot is ready for handing over of Possession and Construction.
3. Possession may be handed over.

**Chief Surveyor** \_\_\_\_\_

**OIC BCD** \_\_\_\_\_

### APPROVED / NOT APPROVED

**Date:** \_\_\_\_\_

**Secretary** \_\_\_\_\_

### **Part-II**

1. I will initiate construction work within the specified period (Six Months) from the date of taking over Possession.
2. In case Construction work is not commenced within six months, then I will apply for taking re-possession before Construction.
3. I am satisfied and certify that there is no encroachment and no services lines are passing through my plot.
4. It is certified that I have read and understood the instructions and I undertake to comply these.

Possession handed Over By \_\_\_\_\_

Member Signature \_\_\_\_\_

### **Part-III**

Paid Re-Possession fee of Rs \_\_\_\_\_ Vide Receipt No \_\_\_\_\_

Possession Handed Over on \_\_\_\_\_ Subsequent confirmed on \_\_\_\_\_

**Chief Surveyor** \_\_\_\_\_

**OIC BCD** \_\_\_\_\_

<u>Site Coordinates</u>	<u>Longer &amp; Shorter Sides</u>	<u>Sketch</u>

Total Area of Plot \_\_\_\_\_ Sq ft (Standard, Excess/Short by \_\_\_\_\_ Sq ft)