# CAPITAL SMART CITY

#  APPLICATION FOR ISSUANCE OF DUPLICATE

#  ALLOTMENT CERTIFICATE/LETTER

To The Secretary

 Capital Smart City

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ s/o,d/o,w/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Membership No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CNIC No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am the Owner of \_\_\_\_\_\_ (Marla /Kanal) Plot No \_\_\_\_\_\_ Street/Lane No \_\_\_\_\_\_\_\_\_\_\_\_Block \_\_\_\_\_\_\_\_\_\_\_\_\_ in Capital Smart City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.I have lost / misplaced my original allotment Certificate / Letter and I require for the issue of membership letter/duplicate Allotment Certificate /Letter.

Following documents are attached:-

* 1. Affidavit on stamp paper (with CNIC Copy)
	2. Draft/Pay Order of Rs \_\_\_\_\_\_\_\_\_\_\_\_ in favor of “Future Developments Holdings (Pvt) Ltd.”.

It is requested that duplicate allotment Certificate/letter may please be issued.

**Applicant Signature Name Address**

**Date: - Cell No**

## Remarks by the Customer Support Centre Officer/Incharge

**Recommended / Not Recommended**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature**

Date:-

## Remarks by the Allotment Transfer & Record Officer (Head Office )

**Approved/Not Approved**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature**

Date:-

# AFFIDAVIT FOR THE ISSUE OF DUPLICATE COPY OF ALLOTMENT CERTIFICATE / LETTER

1. I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ s/o,d/o,w/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CNIC No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on (day) of\_\_\_\_\_\_\_\_ (month) & \_\_\_\_\_\_\_\_\_\_\_\_

(Year) do hereby declare on solemn affirmation as under:-

* 1. That the deponent is the original owner/transferee of Plot No Street No

\_\_\_\_\_\_\_\_\_Block\_\_\_\_\_\_\_\_measuring \_\_\_\_\_\_\_\_in Capital Smart City and Membership No is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* 1. That Allotment Certificate / letter No dated \_\_\_\_\_\_\_\_\_\_ has been lost/misplaced by me.
	2. That inspite of my repeated efforts the said letter has not yet been found by me. Hence, duplicate Membership letter/Allotment Certificate / Letter is required.
	3. That the same (Original) Allotment Certificate/Letter will be returned to Capital Smart City, whenever found.
	4. That I have not handed over the original allotment Certificate / letter to any person for the purpose of sale & I further confirm that no deal/deed has been affected through the said original Certificate / letter till to date. More particularly.
	5. I hereby confirm and undertake that I have not sold my plot to anyone.
	6. That If any claim arises for this plot at any stage I would be responsible of clearing doubts/payments involved
	7. That I have never applied before obtaining duplicate allotment letter/certificate.
	8. That in case the contents of this affidavit on verification from record or otherwise are found to be incorrect, the allotment made in my favour shall stand cancelled and amount deposited shall be forfeited. Besides disqualifying me as a member of this housing scheme. This action shall be without prejudice to any other legal action which Capital Smart City \_\_\_\_\_\_\_\_\_\_\_ takes against me in this regard.

 2. The above statement is true and correct to the best of my knowledge and belief and that nothing has been concealed.

**DEPONENT**

Signatures of Witness No 1 Name Address CNIC No

Signatures: Name : Address CNIC No:

 Date:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Thumb Impression \_\_\_\_\_\_\_\_\_\_\_\_\_

Date:-

Signatures of Witness No 2

 Name

 Address

 CNIC No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# CAPITAL SMART CITY

**ISSUE OF DUPLICATE ALLOTMENT CERTIFICATE / LETTER IN CASE OF ORIGNAL HAS BEEN LOST**

1. In case of loss of original Allotment Certificate/letter by the member, following procedure would be followed for the issue of duplicate copy of Allotment Certificate / Letter :
2. The allottee will deposit following documents :-
3. Written application by the member. (with CNIC Copy)
4. Affidavit on stamp paper of Rs 50/- .
5. Draft / Pay Order of Rs 5,000/- in favour of Future Developments Holdings (Pvt) Ltd.
6. Officer Incharge of Customer Support Centre will endorse his remarks after checking that all documents are complete in all respect.
7. Incharge Customer Support Centre will then dispatch all documents to Transfer & Record Office.
8. Incharge Transfer & Record will check the correctness of all papers, tally with the original files & orders preparation of duplicate Allotment Certificate / Letter.
9. After preparation, the Allotment Certificate/Letter will either handed over personally or through Mail Customer & Support Centre.