**PROVISION OF ALLOTMENT CERTIFICATE**

 **AND ALLOTMENT LETTER**

To**:** The Management MS No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Capital Smart City

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:

1. Copy of MS Letter
2. Copy of CNIC
3. Copy of Payment Slip
4. 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.

 **Manager**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sales & Marketing**

**Allotment Transfer & Record Department**

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

 **Prepared by** **Issued by** **Received by**

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

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

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

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**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-authorised Person.
3. If any member desire to get his/her Allotment Certificate / Letter through mail, he / she will pay Rs 5000/= 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 : -
6. Plots less than 10 Marla Rs 2000/-
7. Plots 10 Marla to less than 01 Kanal Rs 3000/-
8. Plots 01 Kanal and Above Rs 5000/-