



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

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

	<b><u>Prepared by</u></b>	<b><u>Issued by</u></b>	<b><u>Received by</u></b>
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-authorized 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 : -
  - a. Plots less than 10 Marla Rs 2000/-
  - b. Plots 10 Marla to less than 01 Kanal Rs 3000/-
  - c. Plots 01 Kanal and Above Rs 5000/-