

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:-

- a. Affidavit on stamp paper (with CNIC Copy)
- b. Draft/Pay Order of Rs _____ in favour of "Royal Developers and Builders (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:-

- a. That the deponent is the original owner/transferee of Plot No _____ Street No _____ Block _____ measuring _____ in Capital Smart City and Membership No is _____.
 - b. That Allotment Certificate / letter No _____ dated _____ has been lost/misplaced by me.
 - c. 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.
 - d. That the same (Original) Allotment Certificate/Letter will be returned to Capital Smart City, whenever found.
 - e. 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.
 - f. I hereby confirm and undertake that I have not sold my plot to anyone.
 - g. That If any claim arises for this plot at any stage I would be responsible of clearing doubts/payments involved
 - h. That I have never applied before obtaining duplicate allotment letter/certificate.
 - i. 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:- _____

Date:- _____

Thumb Impression _____

Signatures of Witness No 2 _____

Name _____

Address _____

CNIC No _____

Date:- _____

CAPITAL SMART CITY
ISSUE OF DUPLICATE ALLOTMENT CERTIFICATE / LETTER IN CASE OF ORIGINAL 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 :
 - a. The allottee will deposit following documents :-
 - 1) Written application by the member. (with CNIC Copy)
 - 2) Affidavit on stamp paper of Rs 50/- .
 - 3) Draft / Pay Order of Rs 1,500/- in favour of Royal Developers & Builders (pvt) Ltd.
 - b. Officer Incharge of Customer Support Centre will endorse his remarks after checking that all documents are complete in all respect.
 - c. Incharge Customer Support Centre will then dispatch all documents to Transfer & Record Office.
 - d. Incharge Transfer & Record will check the correctness of all papers, tally with the original files & orders preparation of duplicate Allotment Certificate / Letter.
 - e. After preparation, the Allotment Certificate/Letter will either handed over personally or through Mail Customer & Support Centre.