

COLLECTION OF ALLOTMENT LETTER

1. On preparation of allotment letter this office will inform the member concerned to collect his/her allotment letter within 3 months (in case of Pakistani residence) and within 6 months (in case of overseas). In case he/she fails to collect his/her allotment letter by due date, Rs 5,000/- will be charged as fee for late collection of allotment letter. Member may collect it personally without paying any charges or complete the following formalities for its collection:-

a. **Through Mail**

- (1) Forward written request for dispatch through mail alongwith risk certificate (Specimen attached).
- (2) Deposit Rs. 5000/- in Askari Bank Ltd and forward original receipt or forward Pay Order / Bank Draft for Rs. 5000/- in the name of DHA Islamabad.

b. **Through Authority Letter**

- (1) Member may authorize some one for collection of allotment letter on authority letter.
- (2) Deposit Rs. 5000/- in Askari Bank Ltd and forward original receipt or forward Pay Order / Bank Draft for Rs. 5000/- in the name of DHA Islamabad.

2. Original CNIC and transfer slip (in original) is mandatory of the receiver/ attorney/authority holder at the time of collection of allotment letter.