**DEFENCE HOUSING AUTHORITY RAWALPINDI**
**TRANSFER & RECORD DIRECTORATE- DHA VALLEY (JV PROJECTS)**

## REQUEST FOR CONVERSION OF ALLOTMENT CERTIFICATE INTO ALLOTMENT LETTER

To: Director Transfer & Record
DHA Rawalpindi

1. It is requested to issue **Provisional Allotment Letter** on my name against my **Allotment Certificate No** ☐☐☐■☐☐☐☐☐ of___ **Marla/ Sq Ft (Residential/ Commercial) Plot /home Home / Shop** of DHA Valley Project, Rawalpindi bearing Registration No ☐☐☐■☐☐☐☐☐☐

2. I have attached following documents along with this application:-
   a. Original Allotment Certificate as per details at Para 1 above. ☐
   b. "Undertaking by the Purchaser Regarding Taxes/ Dues" (on stamp paper worth Rs.50). ☐
   c. Membership Form duly completed (along with 2x latest photographs). ☐
   d. Readable photocopies of ID Cards (Self and NOK). ☐
   e. Clearance from Finance Directorate, DHA Rawalpindi dated_____. ☐

3. I "**ACKNOWLEDGE"** that I am fully aware of following:-
   a. I shall be fully responsible for any discrepancy (if found at any stage) regarding authenticity, genuineness and ownership of the submitted Open Allotment Certificate.
   b. DHA will have absolute right to cancel / confiscate the original instrument presented by me (undersigned), if found fake / stolen.

Signature of Applicant _____
(As per ID card)

Thumb Impression
(Left for male and right for female)

Name_____

ID Type/No ☐☐☐☐■☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Date of Issue DD-MM-YEAR Date of Expiry DD-MM-YEAR

Date of Submission of Documents: DD-MM-YEAR

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## FOR OFFICE USE ONLY

Name_____ Registration No ☐☐☐■☐☐☐☐☐☐

Submission Date/Time_____

Collection Date/Time_____ **Balloted/ Non-Balloted**

**Note (if any)**

_____

Received By_____



**Defence Mall, Defence Avenue, Phase I Islamabad-Rawalpindi, Tel: UAN 111-555-400, Extn 1379 & 1208. Email**: tfr-rec-valley@dhai-r.com.pk