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

REQUEST FOR ISSUANCE OF REVISED ALLOTMENT CERTIFICATE IN LIEU OF OLD ALLOTMENT CERTIFICATE

To: The Director Transfer and Record
DHA Islamabad- Rawalpindi

1. I am applying for issuance of "**Open Allotment Certificate**" with **Revised Format** against my existing **Old Format** Certificate No ☐☐☐■☐☐☐☐☐ of _____ **Marla/ Sq Ft (Residential/ Commercial) Plot/ Shop** with Registration No ☐☐☐■☐☐☐☐☐☐

2. I have attached following documents along with this application:-
   a. Original Allotment Certificate (Member's Copy). ☐
   b. Readable photocopy of ID Card. ☐
   c. 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.
   c. The "**Open Allotment Certificate**" is not a titled document and its safe custody is personal responsibility of its owner.
   d. I have to come personally to collect this **Allotment Certificate** along with my original/ valid CNIC.
   e. It will be **Cancelled** if I do not collect it within given date/ time or within **three working days** and I have to process the complete case again, including deposit of requisite fee.

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

RECEIPT
DEFENCE HOUSING AUTHORITY RAWALPINDI
TRANSFER & RECORD DIRECTORATE- DHA VALLEY (JV PROJECTS)
ISSUANCE OF ALLOTMENT CERTIFICATE

Name_____ Registration No ☐☐☐■☐☐☐☐☐☐

ID Type/No ☐☐☐☐■☐☐☐☐☐☐☐☐☐☐☐☐☐☐-☐

Submission Date/Time_____ Collection Date/Time_____

Note (if any)

_____

_____

Received By_____

Please come personally with original valid CNIC and this slip for collection of Allotment Certificate on given date and time or within 3 working days. If the Open Allotment Certificate is not collected within 3 working days, it will be cancelled without prior intimation.