

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

REQUEST FOR ISSUANCE OF OPEN ALLOTMENT CERTIFICATE

To: Director Transfer & Record Defence Housing Authority Rawalpindi

1. I am applying for issuance of "Open Allotment Certificate" against my _____ Marla/ Sq Ft (Residential/ Commercial) Plot/ Home/ Shop booked/ allotted on my name in DHA Valley Project vide DHA Registration No

- 2. I have attached following documents along with this application:
 - a. Readable photocopy of ID Cards (Self and NOK).
 - b. Membership Form duly filled (along with 2 x latest photographs).
 - c. Clearance for File Opening from Finance Directorate, DHA Rawalpindi dated___
- 3. I "ACKNOWLEDGE" that I am fully aware of following:
 - a. The "**Open Allotment Certificate**" is not a titled document and its safe custody is personal responsibility of its owner, however, Allotment Certificate shall be endorsed in the office of Transfer & Record Directorate after submission of requisite documents.
 - b. Bearer of this **Allotment Certificate** is considered its owner and is entitled for **Endorsement** or to convert it into **Provisional Allotment Letter**, on his/ her name.
 - c. I have to come personally to collect this **Allotment Certificate** along with my original/ valid CNIC.
 - d. Open Allotment Certificate 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	Thumb Impression
(As per ID Card)	(Left for male and right for female)
ID Type/No	
Date of Issue D D - M M - Y E A R	Date of Expiry DD - MM - YEAR
Date of Submission of Documents: D D - M M - Y E A R	
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 Note (if any)	Collection Date/Time
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.	

DEFENCE HOUSING AUTHORITY ISLAMABAD-RAWALPINDI

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