**ALLOTMENT CERTIFICATE ENDORSEMENT PROCEDURE**

1. Physical presence of allottee is mandatory for endorsement of allotment certificate. Allotment Certificate holder submits following documents for File endorsement:-

a. Original Allotment Certificate.

b. Photocopy of CNIC.

c. ION from Fin Dte regarding endorsement / verified account statement.

d. Deposit slip of Allotment Certificate Endorsement fee.

2. Detail of Allotment Certificate Endorsement fee:-

a. 5 Marla - Rs.500/-

b. 8 Marla - Rs.1000/-

c. 5 Marla (OS Block) - Rs.500/-

d. 8 Marla (OS Block) - Rs.1000/-

e. 4 Marla (Comm) - Rs.1000/-

f. Shop - Rs.500/-

g. 8 Marla (Comm) - Rs.1, 500/-

3 Transfer Officer receives the above mentioned documents from the Allotment Certificate holder. After scrutiny of documents with original file. Transfer Officer endorse the name of the concerned Allotment Certificate holder on the back side of said Allotment Certificate.

4. Allotment Certificate is handed over to the concerned individual after taking his signatures and thumb impression on office / member copy of Allotment Certificate

5. Picture of the Allotment Certificate holder is also taken at the time of collection of Allotment Certificate.