**FILE OPENING PROCEDURE**

Physical presence of allottee is mandatory for collection of allotment certificate / open file. Following documents are required for issuance of Allotment Certificate:-

1. Application for File opening.
2. 2 x passport size photos of owner and CNIC (Owner & NOK).

3. Membership Form duly completed.

4. Allotment Certificate will be issued after receipt of verified account statement by our Finance Directorate. In this regard, provide clear and readable photocopies of paid amount directly to our Finance Directorate DHA Islamabad-Rawalpindi for verification

5. Fee for File Opening (amount be deposited in any branch of Askari Bank Limited on payment receipt. Photocopy of said payment receipt should be duly verified by our Customer Support & Operations Department, Phase V, DHA Islamabad-Rawalpindi):-

i. 5 Marla - Rs.2, 500/-

ii. 8 Marla - Rs.4, 500/-

iii. 5 Marla (OS Block) - $30/-

iv. 8 Marla (OS Block) - $65/-

v. 4 Marla (Comm) - Rs.3000/-

vi Shop - Rs.3000/-

vii. 8 Marla (Comm) - Rs.5000/-

6. File Endorsement fee.

i. 5 Marla - Rs.500/-

ii. 8 Marla - Rs.1000/-

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

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

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

vi Shop - Rs.500/-

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

7. After receiving verified acct statement, the allottee is issued with a slip for collection of "Allotment Certificate" on the same day.

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

9. Picture of the member is also taken at the time of collection of Allotment Certificate.

**Note**.  Allotment Certificate will be cancelled within three days of its issuance, if not collected by the owner.