**COLLECTION OF ALMT LTR**

1. **Receipt of Allotment Letter**. Allotment letter will be given to the owner after
7 x working days from transfer. It may be issued on urgent basis within **24 hours** with urgent fee of **Rs. 20,000/-** and within **72 hours** with urgent free of **Rs. 10,000/-.** The fee for issue of urgent allotment letter will be reviewed by authority from time to time.
2. **Collection of Allotment Letter**. Allotment Letter in all Normal / Conversion / Transfer cases has to be collected by the owner personally without any charges within stipulated time frame after furnishing Original CNIC and the Receipt (Transfer Slip issued at the time of Transfer or submission of the case for conversion) or he / she may complete the following formalities for its collection:-
3. **Through Courier Service**
	1. The owner will forward written request for dispatch through courier service along with risk certificate.
	2. The owner will deposit Rs.5000/- in Askari Bank Ltd and forward original receipt or forward Pay Order / Bank Draft for Rs.5000/-in the name of DHA Islamabad.
4. **Through Authority Letter / SPA**
	1. The owner may authorize someone for collection of allotment letter on authority letter.
	2. The owner will deposit Rs.5000/- in Askari Bank Ltd and forward original receipt or forward Pay Order/Bank Draft for Rs.5000/-in the name of DHA Islamabad.
	3. SPA holder of a purchaser may collect Allotment Letter on the same SPA used earlier for transfer procedure after depositing Rs. 5000/.
5. **Late Collection of Allotment Letter**. Allotment Letter must be collected within 6 months of the due date in case of In-land customers and within 1 year in case of overseas citizen, failing which Rs. 5,000/ will be charged as Late Collection Fee.
6. **Loss of Collection Slip of Allotment Letter:-**
7. **Procedure**. In case of loss of original collection/transfer slip issued against the transfer/submitted documents for conversion or issuance of allotment letter, member will have to furnish an undertaking on Rs.20 affidavit.