

## **PROCEDURE FOR ISSUANCE OF DUPLICATE ALLOTMENT / TRANSFER LETTER FHST**

### **Procedure**

1. In case of loss, partially damaged due to termite or any other reason of original allotment / transfer letter by the member, following procedure would be followed for getting duplicate allotment / transfer letter: -

- (a) Written application by the member for issuance of duplicate letter. **Annexure-I**
- (b) Affidavit on stamp paper of Rs 50/- by the member (duly attested by Oath Commissioner). **Annexure-II**
- (c) Old Allotment / Transfer Letter in original (If partially damaged due to termite or any other reason).
- (d) Police Report regarding loss of allotment / transfer letter (in case loss only).
- (e) Draft / Pay of Rs 1,500/- in favor of **“Fazaia Housing Scheme, Tarnol”**.
- (f) Attested Photocopy of CNIC.
- (g) Newspaper Advertisements (in case of loss only)

2. Customer submits the documents as per para 01 above to the Incharge Transfer Section FHS Tarnol. Incharge Transfer Section check/verify the documents and on completion of check, he will give a receipt of documents and intimate estimated date of collection to the customer.

3. Duplicate Allotment/ Transfer letter will be prepared by Transfer Section, duly signed by AD Transfer & Record and Project Director FHST.

4. Duplicate letter will be issued to applicant giving details of (plot / house), (documents attached) and mode of delivery (**By hand/through Mail**). Expected date of collection will be mentioned on which Original Transfer Letter can be collected from FHS Tarnol.

To,

Project Director (FHST)  
Fazaia Housing Scheme, Tarnol.

**APPLICATION FOR ISSUANCE OF DUPLICATE  
ALLOTMENT LETTER**

1. I Rank/Name/Pak No \_\_\_\_\_ Membership  
No \_\_\_\_\_ CNIC No \_\_\_\_\_ am the owner of Plot No \_\_\_\_\_  
Street No \_\_\_\_\_ Block \_\_\_\_\_ in Fazaia Housing Scheme, Tarnol \_\_\_\_\_. I have lost my  
original allotment letter.
2. All the dues in respect of the above stated plot are cleared. Following documents are attached: -
  - (a) Affidavit on stamp paper of Rs 50/-
  - (b) \_\_\_\_\_ of Police Report (in case of loss only)
  - (c) Draft / Pay order for duplicate Allotment Letter Fee Rs 1,500/- in favor of **"Fazaia  
Housing Scheme, Tarnol"**.
  - (d) Newspaper Advertisements (in case of loss only)
3. It is requested that a duplicate allotment letter may please be issued.

Applicant's Signature \_\_\_\_\_  
Rank \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Date: -

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**Remarks by Assistant / Deputy Director Transfer & Record**

Date:

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**Remarks by DD (Finance)**

Date:

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**Remarks by Project Director**

Date:

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**Approval by Administrator**

Date:

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**AFFIDAVIT FOR DUPLICATE ALLOTMENT LETTER**

(On stamp paper of Rs 50/-)

1. I, \_\_\_\_\_ S/O,D/O,W/O \_\_\_\_\_ Resident of \_\_\_\_\_

CNIC No \_\_\_\_\_ on \_\_\_ day of \_\_\_\_\_ (month) & \_\_\_\_\_ (year) do hereby declare on solemn affirmation as under:-

(a) That the deponent is the original owner/transferee of Plot No \_\_\_\_\_ Street No \_\_\_\_\_ measuring \_\_\_\_\_ Sq. Yds, block \_\_\_\_\_ in Fazaia Housing Scheme Tarnol and my membership No is \_\_\_\_\_.

(b) Allotment letter No \_\_\_\_\_ dated \_\_\_\_\_ has been lost by me.

(c) In spite of my repeated efforts the said letter has not yet been found by me. Hence, duplicate allotment letter is required.

(d) The same (Original) allotment letter will be returned to Directorate of Estate Projects, AHQ whenever if, it is found.

(e) I have not given the original allotment letter to any person for the purpose of sale & I further confirm that no deal/deed has been affected through the said original letter till date. More particularly, I hereby confirm and undertake that I have not sold my plot to anyone.

(f) If any claim arises for this plot at any stage I would be responsible of clearing debts/payment involved.

2. The above statement is true and correct to the best of my knowledge and belief and that nothing has been concealed.

**DEPONENT**

Signatures of Witness No 1 \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
CNIC No \_\_\_\_\_  
(Attested attached)  
Date: - \_\_\_\_\_

Signatures: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_  
CNIC No: \_\_\_\_\_  
(Attested attached)  
Date: - \_\_\_\_\_

Signatures of Witness No 2 \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
CNIC No \_\_\_\_\_  
(Attested attached)  
Date: - \_\_\_\_\_

**Attested By**  
Notary Public  
Signatures with Stamp & Date

Note: (to be attested by Notary Public with date and stamp)