

## **Conversion Procedure of Allotment Certificate into Allotment Letter of Phase-IV**

1. For conversion of Allotment Certificate into Allotment Letter, you are requested to complete following procedure:-
  - a. Customer will appear before Finance Directorate Info Counter for information on all applicable dues / taxes on conversion of Allotment Certificate.
  - b. After deposit of required charges as directed by Finance Directorate, the customer will again approach Finance Directorate for endorsement of Allotment Certificate (in original by the concerned Finance Officer).
  - c. After endorsement from Finance Directorate the customer will submit Allotment Certificate (in original) alongwith following documents in Room No 5 at Transfer & Record Directorate for conversion of Allotment Certificate.
    - (1) Allotment Certificate (in original).
    - (2) Membership Form (attached) duly filled, signed and thumb impression affixed (Left for Male, Right for Female).
    - (3) 2 x coloured passport size photographs.
    - (4) Photocopies of CNIC (Owner & NOK) duly attested from back side.
    - (5) Photocopy of Pay Order / Bank Draft in the name of DHA Rawalpindi of Membership Fee, Sale Tax, Advance Tax & Stamp duty duly stamped by Finance Directorate.
    - (6) Undertaking by the Purchaser Regarding Taxes (For each Allotment Certificate) (Specimen attached).
    - (7) Undertaking by the Purchaser Regarding Stamp Duty (Specimen attached).
2. After completion of procedure of conversion of Allotment Certificate Transfer Slip will be issued to the member for collection of Allotment Letter at given date by Transfer & Record Directorate.