



QURTABA CITY

Madinatul Ilm (Guarantee) Ltd.

R5 Road, Block K, Qurtaba City
Motorway Chakri Interchange, Rawalpindi
051 4969001-4 | info@qurtabacity.com

ALLOTMENT LETTER ISSUANCE

APPLICATION REQUEST FORM

Form Reference: QC-MKT-ALI-001 | Rev. 01

To:

Manager Sales
Madinatul Ilm (Guarantee) Ltd.

SUBJECT Request for Issuance of Allotment Letter

Assalam-o-Alaikum,

I am a registered member and plot owner of Qurtaba City. I hereby request the issuance of my Allotment Letter for the plot mentioned below. I confirm that all applicable dues have been paid and that the supporting documents submitted with this application are indicated below.

APPLICANT & PLOT DETAILS

NAME OF PLOT OWNER

REGISTRATION NO.

PLOT NO.

BOOKING LETTER NO. (IF AVAILABLE)

CNIC NO.

MOBILE NO.

DOCUMENTS SUBMITTED

Please tick the documents attached with this application.

- | | |
|---|---|
| ☐ Copy of Booking Letter | ☐ Copy of CNIC of Authorized Rep. (if applicable) |
| ☐ Copy of Previous Allotment Letter (if applicable) | ☐ Authority Letter / Power of Attorney (if applicable) |
| ☐ Undertaking / Affidavit regarding Loss of Booking Letter | ☐ Proof of Full Payment / No Dues (if required) |
| ☐ Copy of CNIC of Plot Owner | 2 Nos. of passport size Photographs (Required) |
| ☐ Other: | |

DECLARATION

I hereby request the issuance of the Allotment Letter for the plot identified above.

I certify that the information provided in this application is true, complete, and correct to the best of my knowledge. I further declare that all documents submitted with this application are genuine and authentic. I understand that the Company may require additional documents or verification before processing my request, and I undertake to provide any such information whenever required.

APPLICANT SIGNATURE

DATE



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FOR OFFICE USE ONLY

ALLOTMENT LETTER ISSUANCE - INTERNAL PROCESSING RECORD

APPLICATION RECEIPT

DATE RECEIVED

APPLICATION / CASE REFERENCE NO.

RECEIVING OFFICER

DOCUMENT VERIFICATION

☐ Documents Complete

☐ Additional Documents Required

REMARKS

VERIFIED BY

VERIFICATION DATE

ISSUANCE & PROCESSING

ALLOTMENT LETTER ISSUED ON

PROCESSED BY

Complete this record only after the applicant's documents and Company records have been verified.

NOTE

Note: Submission of this application does not create or confer any ownership rights. Issuance of the Allotment Letter shall remain subject to verification of Company records and compliance with the applicable policies of Madinatul Ilm (Guarantee) Ltd.