



QURTABA CITY

Madinatul Ilm (Guarantee) Ltd.

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

POSSESSION LETTER ISSUANCE

APPLICATION REQUEST FORM

Form Reference: QC-PLI-01

TO

The Manager Sales | Qurtaba City / Madinatul Ilm

SUBJECT Application for Issuance of Possession Letter

APPLICANT'S REQUEST

I, the undersigned, being the registered owner/member of the plot specified below, hereby apply for the issuance of a Possession Letter in respect of my plot in Qurtaba City. I certify that all applicable payments and obligations relating to the plot have been fulfilled and that the information and supporting documents submitted with this application are true, complete and authentic. I understand that issuance shall remain subject to verification of the Company's records and compliance with the applicable policies, rules and regulations of Madinatul Ilm (Guarantee) Ltd.

APPLICANT & PLOT DETAILS

NAME OF PLOT OWNER

REGISTRATION NO.

PLOT NO.

BLOCK

ALLOTMENT LETTER NO.

CNIC NO.

MOBILE NO.

DOCUMENTS SUBMITTED

Please tick the documents enclosed with this application.

- | | |
|---|---|
| ☐ Copy of Allotment Letter | ☐ Original Authority Letter / Power of Attorney (where applicable) |
| ☐ Copy of Booking Letter (if applicable) | ☐ Copy of CNIC of Authorized Representative (if applicable) |
| ☐ Copy of CNIC of Plot Owner | ☐ Evidence of Clearance of Outstanding Dues (if required) |
| ☐ Other Supporting Document(s) | |

APPLICANT'S DECLARATION

I hereby declare that: the information provided in this application is true, complete and accurate; the documents attached are genuine and relate to the above-mentioned plot; my signature appearing below is identical to the signature available in the Company's records; and I shall provide any additional information or documentation required by the Company for verification of this application. I acknowledge that submission of this application does not constitute approval or entitlement to issuance of a Possession Letter. The Company reserves the right to accept, reject or defer this request until all applicable requirements have been fulfilled.

APPLICANT'S SIGNATURE

DATE



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FOR OFFICE USE ONLY

POSSESSION LETTER ISSUANCE - INTERNAL PROCESSING RECORD

APPLICATION RECEIPT

DATE RECEIVED

APPLICATION / CASE REFERENCE NO.

RECEIVING OFFICER

DOCUMENT VERIFICATION

☐ Documents Complete

☐ Documents Incomplete

☐ Additional Documents Required

REMARKS

VERIFIED BY

VERIFICATION DATE

APPROVED BY

ISSUANCE & PROCESSING

POSSESSION LETTER ISSUANCE DATE

PROCESSED BY

IMPORTANT INSTRUCTIONS

1. A separate application shall be submitted for each plot. 2. Only complete applications accompanied by the required supporting documents shall be processed. 3. Tick all documents enclosed with this application. 4. Where an authorized representative submits or collects the Possession Letter, the original Authority Letter or Special Power of Attorney shall be submitted with CNIC copies of both the owner and representative. 5. The Company may require additional documents, signature or biometric verification, or personal appearance whenever necessary. 6. Submission does not guarantee issuance; false declarations, forged documents or concealment of information may result in rejection and further action under applicable laws and Company policies.

NOTE

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