

To

Director Administration

Madinatul Ilm

R5 Road, Block K

Qurtaba City

Motorway Chakri Interchange Islamabad

Ph: 051 4969001-4, Fax: 051 4969007, email: info@qurtabacity.com

Subject: Request for Issuance of Possession Letter

Assalam o Alikum

I am a member of Madinatul Ilm Ltd. and registered plot holder in Qurtaba City. I have duly paid my dues to Madinatul Ilm in **Full** and now awaiting my Possession Letter. Photocopies of my Allotmen Letter/ Booking Letter is attached with this application

My details are:

Name (Plot Owner): _____

Registration Number: _____

Plot Number: _____

You are requested to please issue my Possession Letter at your earliest.

Wasalaam

Signatures

Dated: _____

Note:

1. This form can only be used for Issuance of **ONE** Possession Letter, please use separate form for each of the plots.
2. Your signature must match your signature on basic Application form, otherwise this request shall not be executed and you may be asked to prove your identity.
3. Following documents must accompany this application.
 - a. Photocopy of Allotment Letter
 - b. Photocopy of CNIC.
 - c. Special Power of Attorney (original) in case the owner is not collecting the possession letter hm/herself.

For Office Use Only

Date Received _____ Case Reference No. _____

Receiving Officer _____ Processed by _____

Possession Letter Issuance Date _____