**FILE CONVERSION/ ISSUANCE OF ALMT LTR AGAINST ALMT CERT FILE**

1. Following documents will be submitted along with Original Allotment Certificate:-

a. Application for Issuance of Allotment Letter against Allotment Certificate.

b. Original Almt Cert

c. Membership Form.

d. Finance Directorate clearance note along with Stamp Duty.

e. CNIC (Owner & NOK).

f. 2 x coloured photographs.

g. Application for Issuance of Allotment Letter against Allotment Certificate.

2. Almt ltr will be issued in 7 x working days after provision of above mentioned docus.