



Serial No. _____

ENGINEERS COOPERATIVE HOUSING SOCIETY (E C H S)

Head Office Complex, Sangjani, Post Office Tarnol,
Sector: D-18, Islamabad. Phone: 051-2229751-56

Web Site: www.echsisb.com,

Application for Allotment of Residential Plot (2017)

PHOTO

1. ECHS No _____ (to be allotted by Office)
2. **NAME** _____
(BLOCK CAPITAL)
3. Father's/Husband's Name _____
4. N.I.C No. (copy be attached)

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5. Mailing/Postal Address _____

6. Telephones: a. Office _____ b. Residence _____
c. Mobile _____ d. E-Mail _____
7. NOK Name _____ Relation _____
N.I.C No _____ (Copy to be attached)
Mailing/Postal Address _____

8. **CATEGORY OF APPLICANT:** ENGINEER/NON-ENGINEER
9. **Category/Size of Plot applied for:-**
a. One Kanal b. Ten Marlas
10. **ENGINEERS DATA: -**
 - (i) **Graduation:**
 - a. Discipline _____ b. Institution/University _____ c. Year _____
 - (ii) **IEP/PEC Membership details:**
 - a. Membership No. _____ b. Date _____ c. Centre _____
11. Bank Draft/Pay Order No. _____ dated _____ for Rs _____
drawn at _____ Bank is attached.
12. I hereby declare and certify that the above particulars are correct. I know that for providing wrong/incomplete information my membership or any allotment/ownership can be cancelled by the ECHS Management and I will abide the Bye-Laws and other approved decisions of the Society without any reservation.

Applicant's Signature _____

Name _____

Date _____

TERMS & CONDITIONS FOR THE APPLICANT

1. All relevant boxes and blank spaces must be filled in with ink or ball point pen. Incomplete Forms will not be entertained.
2. Application will be processed as per ECHS rules and decisions of Management Committee who reserves the right to accept or reject the application without assigning any reason at any stage.
3. Allotment is liable to be cancelled at any stage even after the balloting if the particulars given in the application form are found incorrect or in violation of eligibility criteria.
4. In case applications exceed the number of plots, the allotment shall be through balloting.
5. Payment is to be made in the form of Pay Order/Bank Draft in favour of "ECHS, Islamabad".
6. No waiting list will be maintained and as such all unsuccessful applicants will obtain refund from ECHS Head Office after 45 days of the ballot without claiming any interest or allotment rights.
7. Any Transfer/Sale shall be permitted on payment of full amount of dues in accordance with the decision of Management Committee and Bye-laws of ECHS.
8. The amount received with application form is only "Advance Money" for consideration of name for allotment of plot through open ballot. In case plot is allotted as per ECHS policy, allottee will be liable to pay the balance amount (which includes cost of the land and the development charges) within four years, on quarterly basis).
9. Detail of amount to be paid with the application form is as under: -

Size of Plot	Total Cost	Advance Money (alongwith Application Form)	Down Payment on Confirmation	Balance Amount in 4 year quarterly installments
ONE KANAL	Rs. 4,000,000	Rs. 100,000	Rs. 350,000	Rs. 3,550,000
TEN MARLAS	Rs. 2,400,000	Rs. 50,000	Rs. 250,000	Rs. 2,100,000

NOTE: Following Amount will be deposited alongwith Application Form: -

Size of Plot	Advance Money (Refundable)	Processing Charges (Non-refundable)	TOTAL
ONE KANAL	Rs. 100,000	Rs. 10,000	Rs. 110,000
TEN MARLAS	Rs. 50,000	Rs. 10,000	Rs. 60,000

10. Size of plot is approximate and subject to modification on actual measurement at the time of handing over of possession.
11. 10% extra payment will be charged in case of corner/Boulevard/Avenue Plot.

"Signatures of the applicant in acceptance of the Terms & Conditions stated above".

Signature _____

Name _____

Date _____

INSTRUCTIONS: -**1. Eligibility for Allotment**

- a) 90% quota is reserved for "Engineers" who must be either member of "Institution of Engineers Pakistan (IEP) or Pakistan Engineers Council (PEC) with B.Sc (Engineering) as basic qualification.
- b) 10% quota is reserved for Non-Engineers (General Public).

2. Procedure for submission of Application

- a) Applicants are advised to submit their applications duly filled in, on the prescribed application Form before 10th April 2017 in ECHS Head Office Complex, Sangjani, Post Office Tarnol, Sector: D-18, Islamabad, personally or through Registered Post / TCS.
- b) Applications must be accompanied by "**Advance Money & Processing Fee**" in the form of Pay Order/Bank Draft issued in favour of "**E.C.H.S, Islamabad**". The applicant must mention his/her name on the back side of the Pay Order/Bank Draft. Applications received without "**Advance Money & Processing Fee**" will not be entertained.
- c) Receipt at the bottom of the application form duly filled by the applicant will be stamped and signed by the authorized officer of ECHS and handed over to the applicant/bearer as token of receipt of application. This receipt should be kept in safe custody till receipt of allotment order or refund of deposited money in case of un-successful applicants.

3. Documents to be attached with the application Form

- a) Original application Form duly signed/filled-in/complete in all respect with passport size photograph.
- b) Pay Order/Bank Draft of "**Advance Money & Processing Fee**".
- c) Applicant must mention his/her name and ECHS number on back side of Pay Order/Bank Draft.
- d) Attested copy of IEP/PEC membership certificate (For Engineer applicants only).
- e) Attested copy of NADRA Computerized Identity Card.

4. Refund to Unsuccessful Applicants

- a) Refund of deposited money to un-successful applicants will be made immediately after the balloting process is completed but not later than one month. The applicant can however authorize his/her representative to collect the Refund Cheque in the name of original applicant on the provision of following: -
 - 1) Letter of authority duly signed by the applicant as per his/her specimen signatures given on the original application.
 - 2) Attested photo copy of CNIC of applicant.
 - 3) Attested photo copy and original CNIC of the representative.
 - 4) Original receipt duly signed by the applicant on its reverse as per signatures on the application form.

"Signatures of the applicant in acceptance of the Terms & Conditions stated above".

Signature _____

Name _____

Date _____

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R E C E I P T
(To be filled by the Applicant)

Received application form, from Mr. _____ S/O _____
alongwith pay order/bank draft no. _____ dated _____ amounting to
Rs. _____, Advance money & processing charges for participation in ballot for allotment of plot.

Officer Incharge ECHS

Date: _____ 2017