

Policy Matters

- The owner is required to give his/her presence, while “File Opening” process.
- The presence of the named person (Right Holder) on “File Opening Certificate” is mandatory at the time of transfer.
- File Opening Certificate will be collected personally by the person, on whose name the file is being opened.
- Initial duration of “Open Certificate” is for 1 or 2 months. Duration may be extended for another 1 month after the payment of additional “File Opening” fee. Transfer of file must be completed within the prescribed period. File opening fee will be as under.

		<u>1 Month</u>	<u>2 Month</u>	<u>Remarks</u>
• Initial File Opening fee	(Res)	- Rs 500 /-	Rs 1000 /-	Per Marla
	(Com)	- Rs 1000 /-	Rs 2000 /-	Per Marla
• Extension for another Month	(Res)	- Rs 500 /-	-	Per Marla
	(Com)	- Rs 1000 /-	-	Per Marla

- If file is not transferred within the opened time, the file will be automatically transferred to the person on whose name the file was opened.
- Transfer and R/P/MS fee (Refundable) will be paid in the shape of Banker’s Cheque, Draft or Payorder.
- Original documents will be kept by this office for safe custody till the time file is transferred.
- All payable dues, if falling within the applied opened time, has to be cleared at the timing of opening OR file will be opened only for that duration where no due amount is pending for payment.
- “File Opening” policy will be remained effective from 15 Oct to 31 Dec, 2018.
- Half transfer fee will be charged till 31 Oct, 2018.
- Previously allowed (Exemption of owner presence) to the dealers will be withdrawn wef 15 Oct,2018.
- File opening on 20% is allowed till 10 Nov, 2018.
- Upon 20% file opening, the unpaid due amount will be adjusted in the remaining installments. Four years payment plan will be revised to three years.