

APPLICATION FORM FOR FASCIA SIGN BOARD
Under Islamabad (Control of Advertisement) Regulation, 1977

To:

The Director,
Municipal Administration,
F.H.Q Building G-7,
Metropolitan Corporation Islamabad.

Subject: **REQUEST FOR PERMISSION TO DISPLAY FACE SIGNBOARD.**

I have displayed signboard in the face of my shop/ office. The particulars of the sign board and business are given below. You are kindly requested to issue the sign board license.

S. No	Fields of Particulars	
1.	Date of Application:	
2.	Title/Name of Business:	
3.	Business Category/ Class:	
4.	Business Address (Complete):	Shop#: _____ Block#: _____ Plaza Name: _____ Sector: _____
5.	NTN No.:	
6.	Applicant Name:	
7.	CNIC No.:	
8.	Contact No.:	
9.	Face Sign Board Size (in feet's):	Width: _____ Height: _____
10.	Face Sign Board with light:	
11.	Date of Installation:	
12.	Nature of Property ownership:	Lease: <input type="checkbox"/> Rented: <input type="checkbox"/> Ownership: <input type="checkbox"/>

Documents Required:

1.	Copy of CNIC of Applicant	
2.	Copy of NTN Certificate	
3.	Copy of Lease/ Rent agreement/ Ownership Proof.	
4.	Picture/ Artwork of Signboard (Colored Copy)	

AFFIDAVIT

I, Mr. _____, S/o _____ do hereby Solemnly affirm and declare that above mentioned particulars are true and correct to the best of my knowledge and nothing has been concealed, and there is no court case/ dispute with owner of the premises/ Building.

I also affirm that title and specification of the sign board will not be changed without the approval of the Authority. I will inform the Authority in case shifting/ closing of business.

Payment Details – Office Use	
1.	
2.	

Name & Signature of Applicant

Application Date

Response Time: Upto 10 working days from date of complete application.