

# PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY

2-B, East Street, Phase-I, Defence Housing Authority, Karachi.  
 Telephones: 9266801-5, 111 589 589, Fax: 5886406  
 Web Site: www.dhakarachi.com.pk/E-mail:dha@dhakarachi.com.pk

# B

## FORM OF APPLICATION FOR REGISTRATION IN CATEGORY "B" (BEE) (COMPANY/CORPORATE)

**READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING**

OFFICE USE ONLY	
Membership No.	_____
Date	_____

SERIAL

### COMPANY/CORPORATE PROFILE

1. Name of Organization : \_\_\_\_\_
2. License/Registration No : \_\_\_\_\_
3. Name of Head of Org : \_\_\_\_\_
4. Type of Organization :      Business     NGO     Diplomat     Trust     Other
5. Nature of Business : \_\_\_\_\_
6. Type of Company :      Limited     Un-Limited     Partnership   
                                  Sole Proprietor                                    Others (specify)
7. Registered with SECP    Yes     No
8. Name of Board of Directors
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

### ADDRESSES

1. Present Address : \_\_\_\_\_
2. Mailing Address (If different to present Address) \_\_\_\_\_
3. Permanent Address \_\_\_\_\_
4. Email : \_\_\_\_\_

## OPERATING PERSON

It is certified that Mr/Mrs/Mst./Miss \_\_\_\_\_  
 is authorized to deal with DHA relating to company property. His/her particulars are appended below:-

**PHOTO**  
 (Please Paste)  
  
 (Passport Size)  
 (Unattested)

1. **Name** \_\_\_\_\_

2. **NIC No**

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3. **NICOP No.**

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4. **Passport No.** \_\_\_\_\_

3. **Designation in Organization** \_\_\_\_\_

4. **Address** \_\_\_\_\_

5. **Contact No.**

Office
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Residence
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 \_\_\_\_\_

Mobile
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Email
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## BANK DRAFT/PAY ORDER

Pay Order/Bank draft No. \_\_\_\_\_ amounting to Rs . \_\_\_\_\_  
 dated \_\_\_\_\_ drawn on \_\_\_\_\_  
 on account of membership fee is attached.

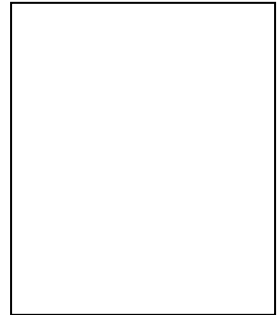
## TO BE SIGNED BY OPERATING PERSON BEFORE DHA DESIGNATED OFFICER

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

Thumb Impression



Left (Male) Right (Female)

## FOR OFFICE USE

Date \_\_\_\_\_

\_\_\_\_\_  
 Administrative Officer

**INSTRUCTIONS**  
**FOR CATEGORY 'B' MEMBERSHIP FOR**  
**COMPANY/CORPORATE**

**General**

1. All Pakistani and foreigner companies/corporate bodies/diplomatic missions are eligible.
2. Original CNIC/PASSPORT must be in possession while appearing before DHA Designated officer.
3. This Membership is for life and renewable after every **05** years.
4. Applicant is required to appear personally before the DHA designated officer for signatures, digital photograph and digital finger printing.

**COMPLETION OF FORM**

1. All attached documents must be readable.
2. No overwriting/cutting/erasing is acceptable.
3. Incomplete forms will not be accepted.
4. No entry is to be left blank.
5. All columns must be filled in BLOCK LETTERS.

**STANDARD DOCUMENTS TO BE ATTACHED BY ALL**

1. Pay Order/Bank Draft for Registration fee (as applicable) payable to Defence Housing Authority, Karachi.
2. Two latest passport size photographs duly attested of operating person.
3. Two copies of the CNIC/NICOP /Passport of operating person (as applicable) duly attested.
4. Affidavit on Rs. 20/- Non Judicial stamp paper duly attested by Oath Commissioner (Specimen enclosed).

## **Specific Documents to be attached as per type of organization**

### **1. Financial Institution and Multinational Companies**

- a. Resolution of Company authorising the individual dealing with this Authority duly signed by Chairman/MD with Office Seal.
- b. Brochure of Company.
- c. Photo copy of certificate of registration of company duly attested.
- d. Memorandum of Association and Article of Association.

### **2. Limited companies and Private Limited Companies**

- a. Latest form 29 issued from the SECP showing list of Directors and Managing Directors.

### **3. Partnership**

- a. Registration certificate from concerned Registrar of Firms.
- b. Latest certificate of existence from concerned Registrar.
- c. Copy of Registered Partnership Deed.
- d. Authority letter signed by the Managing Partner.

### **4. NGO's and Trust & Family Trust**

- e. Deed of Trust registered with Government Registrar.
- f. Latest certificate indicating about existence of trust from Government registration.
- g. Latest position of trustees.

### **5. Government Organization**

- h. Government Gazette notification.

### **6. Sole Properties**

- a. Income Tax certificate.
- b. Along with other requirement of Cat B.

**To be typed on Rs. 20/-  
Non Judicial Stamp Paper.**

## **AFFIDAVIT SPECIMEN**

I, Mr/Mrs/ Mst /Miss: \_\_\_\_\_ Son/Wife/widow/Daughter of  
 \_\_\_\_\_Religion \_\_\_\_\_, adult, resident of \_\_\_\_\_  
 \_\_\_\_\_on behalf of M/S  
 \_\_\_\_\_ do hereby on solemn affirmation, state  
 as under:-

1. That the particulars/informations given in the attached form are correct to the best of my knowledge and belief. I/we also understand that the membership can be cancelled at any time for providing false informations. I/we also agree to accept the registration for Category "B" (corporate membership) of the Pakistan Defence Officers Housing Authority Karachi and agree to abide by the existing Rules/Bylaws and Regulations of the Authority including the changes incorporated from time to time.
3. That I/we have read and duly understand the Regulations of the Pakistan Defence Officers Housing Authority Karachi and I agree to abide by them.
4. That, I will not claim refund of the registration fee in any case except only when my application for registration is rejected by the Executive Board.
5. That I/we fully understand that registration in Category 'B' shall not entitle us to the privileges of Category 'A' (AYE) membership, I /we also understand that I/we shall not be entitled for allotment of a plot in the Authority.

**D E P O N E N T**