



# PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY

2/B, East Street, Defence Housing Authority Karachi – 75500, (PAKISTAN)

Telephones: 35886401-05, 111-589-589, FAX: 35886406 & 35884099

**DHA Web Site: [www.dhakarachi.org](http://www.dhakarachi.org) / E-mail: [dha@dhakarachi.org](mailto:dha@dhakarachi.org)**

In reply, please quote:

**DHA/ /Card Cell**

Dated: \_\_\_\_\_ 2011

To:

Subject: **RENEWAL OF MEMBERSHIP**

Dear Sir/Madam,

1. As already communicated through advertisement in daily news papers of 9<sup>th</sup> Aug 2000, all members are required to renew their membership after every five years with effect from 1<sup>st</sup> July 2000 (all those who were are member before or after 30<sup>th</sup> June 2000).
2. First five years renewal period ended on 31<sup>st</sup> Dec 2005, second five years renewal period from 01<sup>st</sup> Jan 2006 to 31<sup>st</sup> Dec 2010 and third five years renewal period commenced from 01<sup>st</sup> Jan 2011 to 31<sup>st</sup> Dec 2015. Members are requested to get their membership renewed up to 2015.
3. The effective date for the renewal for new members will be after five years of obtaining of membership and date of expiry of membership card.
4. Members applying for renewal of membership are requested to forward/deposit following documents under a covering letter duly signed by them: -
  - a. 2x latest photographs passport size. (Attested) - (Not more than 6 months old & Serving Armed Forces Officers, in-uniform)
  - b. 2x Photocopies of CNIC/POC/NICOP. - (as applicable) Attested.
  - c. Latest present postal & permanent address. - Application for change of address (if applicable).
  - d. Detail of legal heirs/family members. - Form attached.
  - e. 1x latest photograph of living family members. - Attested.
  - f. 1x copy of CNIC/NICOP/POC/Passport (as applicable) (over 18 years living family members) - Attested.
  - g. Change in marital status, addition /amendment of name & Change/addition/amendment of Father/Husband name. - Application/Documentary Proof Required. (if applicable)
  - h. Supporting documents of other changes, if any. - (For Corporate Bodies only).
  - j. Photocopy of service card/Release/Retirement Order. - (For Armed Forces & Registered in Cat 'A') (as applicable) Attested.
  - k. Photocopy of Computerized (NADRA) Form-B & NICOP/POC/Passport (as applicable) - (For children's under 18 years) Attested.

Thanking you,

Yours faithfully,

**Note:- After submission of renewal documents at Main Reception Counter please collect Renewal Token from Renewal Counter for visit to DHA office alongwith original valid CNIC, NICOP, POC, Passport (as applicable) & DHA Membership Card for Obtaining of digital photograph & finger print impression.**

### **Renewal Fee for 5 Years (w.e.f. 01-Feb-2011):**

Category				Category			
a. "A" (AYE)	Regular	Rs.	1,500.00	e. "BS" (BEE-ES)	Sindh Govt. Officers	Rs.	3,000.00
b. "B" (BEE)	Associate	Rs.	3,000.00	f. "C" (CEE)	Legal Heir/Hiba/Gift	Rs.	1,500.00
c. "B" (BEE)	Corporate Bodies	Rs.	7,500.00	g. "D" (DEE)	Staff	Rs.	1,500.00
d. "B" (BEE)	Foreigners	Rs.	15,000.00	h. "S" (ES)	Special	Rs.	1,500.00

